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ABSTRACT

The Educational Services Program of the Navy provides an opportunity for enlisted personnel to earn a high school diploma, for career personnel to pursue an advanced educational program, and for officers to work on baccalaureate or advanced degrees. This is a manual of information about the G.I. Bill, available counseling, tuition aid, program instruction, and the various courses of study offered by the Educational Services Program. Samples of forms and sample letters are given as examples of how to apply for entrance or tuition assistance. Appendices include film catalogs and bibliographies. (RS)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION

NAVPERS 15229

ED 068753

EDUCATIONAL SERVICES MANUAL

1967

Chief of Naval Personnel
Department of the Navy
Washington, D.C. 20370

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370

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1. In accordance with reference (a), the Educational Services Manual is promulgated for use by the Navy Department (less Marine Corps) and is effective upon receipt.

2. The Educational Services Manual is the authority for the administration and operation of an Educational Services Program abcard each ship and station in the Navy. Chapters 1 and 2 set forth command requirements and procedures. The following chapters contain definitive and comprehensive guidance for each of the voluntary education programs plus detailed administrative procedures.

3. The Assistant Chief for Education and Training, Bureau of Naval Personnel, is designated as the Navy Educational Services Manual change control authority. Recommendations for additions, deletions, and changes to the Educational Services Manual should be addressed to that office.

4. Reviewed and approved 29 May 1967.
(Date)

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EDUCATIONAL SERVICES MANUAL, 1967

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CHAPTER I

INTRODUCTION TO THE EDUCATIONAL SERVICES PROGRAM IN THE NAVY

1. Purpose. The purpose of an Educational Services Program in the Navy is to meet the following objectives that will raise the educational level of all active duty personnel thereby increasing their value to the Navy, to their country, and to themselves.

2. Objectives. To insure (1) that all Navy enlisted personnel will be given the opportunity to earn at least a high school diploma or equivalent; (2) that all career designated/career motivated enlisted personnel, who are properly qualified to pursue an advanced educational program, have an opportunity to continue their formal education leading to an "associate degree"; (3) that all commissioned officers have an opportunity to earn a baccalaureate degree or to work on advanced, graduate programs commensurate with their military duty assignments.

3. Action/Command Responsibility. An education program will be established at each military command. Each Commander will:

a. Appoint a qualified commissioned officer, or civilian, as appropriate, as Educational Services Officer to administer this program.

b. Appoint a USAFI Test Control Officer. He may be a commissioned officer, warrant officer, a qualified civilian or a non-commissioned officer grade E-6 or above with two years of college. If a civilian employee is appointed, he must, in addition to being appointed by written orders, have the duties and responsibilities as a USAFI test control officer clearly delineated in his position description.

c. Forward a quarterly report on Form NAVPERS 1560/1 (12-66) (Formerly NAVPERS 2418) (Appendix G, page 13) on the operation of the educational services program providing the command has an allowance of 50 or more personnel and has not been specifically exempted by the Chief of Naval Personnel.

d. Render command support and encouragement to personnel desiring to improve their educational levels for career promotion.

e. Encourage recognition of individual educational achievement through ceremonial presentations or official correspondence.

f. Insure that a report of changes to educational attainments is made in accordance with the following:

(1) Officers

BUPERS MANUAL, Article B-2212 and BUPERS Instruction 1520.83 (series). An individual report, including an official academic transcript, is required when an officer on active duty acquires additional education which raises his current educational level, or acquires additional degrees. The report should list the major field of study, and the specialty within the major, when applicable. If the officer acquires proficiency in a new language, reaches a higher level of proficiency in any language, or becomes aware of a loss of proficiency a report shall be made.

(2) Enlisted

BUPERS MANUAL, Article B-2314. Record the date of completion, number and title of the course or test, grade attained of any voluntary study other than Navy training courses required for advancement. These include, but are not limited to USAFI correspondence courses, USAFI End-of-Course test, naval training or correspondence courses other than those required for advancement in rating, organized classes and courses taken under the auspices of local civilian institutions. In the cases of courses taken under the auspices of civilian institutions record also the name and location of the school.

g. Insure that all active duty personnel are given educational counseling as follows:

(1) At first duty station after completion of initial training, he will be fully informed of educational opportunities in Service.

(2) Within thirty days after assignment to a new duty station, he will be interviewed and advised of educational opportunities available at that station. Group counseling is authorized.

CHAPTER II

ADMINISTRATION OF THE EDUCATIONAL SERVICES PROGRAM

1. Purpose and Objectives. The purpose and objectives of the education program are to raise the educational level of personnel in the Navy in order to assist them in (a) preparing for more responsible military assignments and increasing their chances for promotion; (b) maintaining continuity in academic or vocational training begun before entering military service; (c) increasing their value to the civilian manpower pool when they are separated from the Navy; and (d) contributing to their appreciation of the quality of American life.

2. Education Functions. The functions of education personnel vary depending on the size of the command. In small commands, education officers must execute every detail of the program; those at the highest echelon of large commands, however, will function primarily in a supervisory capacity, arranging publicity for the entire ship or station, procuring supplies, administering registration and testing sections, and indoctrinating education personnel in subordinate units. Regardless of command structure, all education personnel must be familiar with all functions. No distinction is made, therefore, in the following listing of functions.

The functions of the education officer are:

a. Plans, supervises, and administers the local phases of the programs discussed in the following chapters. This entails the conducting of an educational service questionnaire, Appendix F, page 1, to determine the educational levels of personnel and their educational interest. This broad function also includes the preparation of directives based on local planning, the preparation of official correspondence, and the maintenance of files and records.

b. Maintains direct liaison with the training officer and executive officer regarding planning for local programs. Handles transcripts and certificates of course and test completion, assures that entries are entered in service records, maintains fiscal control and prepares vouchers.

c. Establishes and maintains external liaison with local civilian educators in order to keep abreast of local educational opportunities.

d. Keeps the Commanding Officer informed of the progress of the education program.

e. Publicizes and promotes the opportunities available through the education program, utilizing various media such as ship and station newspapers, movies, slides, notices, bulletin boards, and informal talks by recognized civilian educators.

f. Administers tests that measure educational achievement.

g. Counsels and assists personnel in the development and execution of their educational plans.

h. Procures required educational materials.

i. Prepares educational reports.

3. Educational Services Indoctrination

a. The District Commandants, upon request, will furnish to shore training activities under the command of Fleet Commanders and to units of the Forces afloat, available training aids and Education Services, including information and instruction for shipboard Educational Services Officers.

b. Two schools located in Long Beach and San Diego, California offer short courses designed to train officers and enlisted personnel to function as Educational Services Officers. Specific information may be obtained concerning these courses by corresponding directly with them. Additional schools are planned for other areas.

(1) Education Center
Naval Station
Long Beach, California 90802

(2) Commandant ELEVENTH Naval District
Code 622
San Diego, California 92130

c. The U.S. Naval Correspondence Course Center, Scotia, New York 12302 administers an Officer Correspondence course entitled Education and Training, NAVPERS 10965 (series), consisting of 11 assignments. This course surveys the Navy's educational and training programs, including fundamental concepts, functions, responsibilities, methods, and off-duty education. Apply on form NAVPERS 1550/4.

4. Basic References for use in the Education Program. Basic information pertaining to the Navy education program is contained in the following publications:

a. BUPERS Manual, NAVPERS 15791 (Series).

b. USAFI Catalog, NAVPERS 15857 (Series)—contains a list and description of courses, materials, and educational services available from USAFI.

c. Correspondence Courses Offered by Colleges and Universities Through the United States Armed Forces Institute, NAVPERS 15819 (Series)—contains a list of correspondence courses, both at high school and college levels, that are available from some 46 different institutions of higher learning.

d. List of Training Manuals and Correspondence Courses, NAVPERS 10061 (Series)—lists training manuals and correspondence courses published by the Bureau of Naval Personnel.

e. USAFI Standard Nomenclature List—listing of stock numbers that will aid in the preparation of requisitions for USAFI materials.

f. Current publications of the Commission on Accreditation of Service Experiences of the American Council on Education (CASE). The most important are:

(1) A Guide to the Evaluation of Educational Experiences in the Armed Services. This publication, commonly called, "The Guide," lists the Commission's civilian academic credit recommendations for courses completed through formal service school training programs.

(2) Opportunities for Educational and Vocational Advancement, Bulletin No. 10. This publication describes USAFI courses and tests, the GED testing program and a comprehensive college testing program.

(3) State Department of Education Policies: Issuance of High School Certificates on GED Test Results, Granting of High School Credit for Military Educational Experiences, Bulletin No. 5. This publication is used in counseling a man interested in obtaining a high school diploma. It lists the state's policies for the acceptance of GED tests scores and military educational experience.

(4) Granting Credit for Service School Training, Bulletin No. 8. This publication explains the Commission's advisory service which is available only to civilian educational institutions and answers questions with regard to the granting of academic credit for service school training.

g. Education Directory, Part 3, Higher Education, is published annually by the Office of Education, U. S. Department of Health, Education, and Welfare and contains a list of institutions that offer at least a two year program of college level studies in residence which meet certain accreditation criteria.

h. CASE Newsletter is published twice annually by the Commission of Accreditation of Service Experience and is designed to maintain the various CASE publications in a current status.

i. U. S. Naval Training Bulletin. This bulletin is published quarterly by the Bureau of Naval Personnel and is an informal means of disseminating timely information on training matters.

5. See Appendix A for a suggested minimum stock list of educational materials for the administration of an educational services program aboard various sizes of ships or shore stations.

CHAPTER III

COUNSELING

1. Objectives. Counseling is a means of providing guidance to personnel desiring to improve themselves academically by taking advantage of the voluntary educational opportunities available. It should precede all other functions of the Educational Services Officer and his staff and serve as an introduction to all other phases of the education program.

2. Background Information

a. Before plans can be made for the future, particularly if the man is one who does not know what he wants to do, the counselor must obtain as much information as possible about the counselee's background and his desires. The information listed below may be obtained from the initial interview and by consulting the man's service record.

(1) Personal information, including test scores

(2) Civilian educational background

(3) Civilian work experience

(4) Navy education and training background

(5) Navy occupational experience

(6) Hobbies and voluntary activities

(7) Ambitions and interests

(8) Needs and responsibilities

(9) Personal traits, such as speech, self-confidence and sincerity

Usually the man can be helped by having this information spread out before him in summary or outline form as a means of helping him understand himself. Obtaining this information and presenting it in usable form is the first step in counseling.

b. The following suggestions will assist the Educational Services Officer in the conduct of the interview:

(1) Maintain an atmosphere of helpfulness. Keep the atmosphere pleasant and informal. Discussion should be facilitated by the best possible conditions—privacy, adequate light, ventilation, and freedom from interruption.

(2) Let the man do most of the talking. As he talks, personality traits, attitudes and habits of thinking that bear on the problem at hand become apparent. Talking freely also helps the counselee to understand his own problem.

(3) Exercise tact in discussing personal matters. The counselee should feel sure such information will be kept in strict confidence. Do not ask unnecessary personal questions.

(4) Be sincere; use your sources of information, and when something needs further investigation, say so.

(5) The atmosphere of the interview will be improved if the filling out of lengthy forms is avoided. Certain information about each person should be kept however; if the counselor can jot this down casually as the interview progresses he will save time. Notes may be taken on a scratch pad and organized later, or written at once on the counseling record form, which provides space for a record of all interviews and of action resulting therefrom. (See Appendix F, page 3.) This form should be made a part of the man's permanent record for the information of his next Educational Services Officer.

(6) Whenever possible, leave the man with a specific course of action.

c. Either before or soon after the initial interview, the service record should be reviewed. If the counselee is an enlisted man, pages 3 and 4 (REV) of his service record (Enlisted Classification Record and Navy Occupation, Training and Awards History) will contain a summary of his education, including his civilian educational achievement, scores on the Navy Basic Test Battery, attendance at service schools, GED/GCT test scores, and USAFI course completions. The service record will also summarize his travel. If he has been actively pursuing an education there should be a copy of his counseling record form filed by his previous Educational Services Officer, copies of the USAFI

military reports on USAFI test scores, and sometimes, high school and college transcripts.

3. Analyze the man's educational qualifications and preferences. Many of the individuals will have pre-established objectives commensurate with their background. These objectives normally fall into five categories:

a. Increase his capacity to assimilate training and to perform his present job better.

b. Better prepare for career advancement.

c. Continue educational programs begun prior to military service.

d. Employ leisure time profitably.

e. Prepare himself for a civilian job for the time when he will leave the service.

These men will normally require a minimum of counseling. However, if the counselee does not know exactly what he wants to do, he should be given general information about schools, jobs, and professions. It is the duty of the Educational Services Officer to provide guidance whereby the best interests of the Navy and the desires of the man are served.

4. Provide Navy educational and professional information. To help a man get ahead in the Navy, the Educational Services Officer should work closely with the man's senior and be familiar with part D of the Bureau of Naval Personnel Manual, NAVPERS 15791 (series).

a. The following materials will aid the Educational Services Officer in the choice of appropriate courses and education programs for the various Navy career patterns.

(1) Manual of Qualifications for Advancement in Ratings NAVPERS 18068 (series)

(2) Navy Enlisted Occupational Handbook NAVPERS 15105 (series)

(3) Manual of Navy Officer Billet Classifications NAVPERS 15839 (series)

(4) Officer Fact Book NAVPERS 15898 (series)

All directives (instructions and notices) concerning the broad topic of military personnel are classified by originator into the following nine areas:

(1) 1100 series—Recruiting

(2) 1200 series—Classification and Designation

(3) 1300 series—Assignment and Distribution

(4) 1400 series—Promotion and Advancement

(5) 1500 series—Training and Education

(6) 1600 series—Performance and Discipline

(7) 1700 series—Morale and Personal Affairs

(8) 1800 series—Retirements

(9) 1900 series—Separation

b. Prerequisites and requirements for assignment to Navy formal schools may be found in the Navy Formal Schools Catalog, NAVPERS 91769 (series).

5. Provide Information on Civilian Education. For men interested in the various aspects of civilian education the publications listed in Appendix H will offer sources of information and advice.

6. Select a Voluntary Course of Study. Once the counselee has been advised of the educational and vocational opportunities open to him, he has reached the point where he is ready to proceed. The succeeding chapters of this manual are designed to guide the Educational Services Officer in assisting men and women to carry out plans that involve further voluntary study. Voluntary study programs are available for each of the following academic areas:

a. elementary (grade and junior high school)
b. secondary (high school)
c. vocational (trade school)
d. associate (junior college)
e. baccalaureate (senior college)
f. graduate (master's and doctorate)

Pertinent references to voluntary programs applicable to each of five academic areas follow:

Elementary

a. Programs	Reference Source
(1) USAFI	USAFI Catalog, Section 11 and Educational Manual, Chapter VIII
(2) Instructor Hire	Educational Manual, Chapter VI
(3) Self Study Language Courses	Educational Manual, Chapter IX

Secondary

b. Programs	Reference Source
(1) USAFI	USAFI Catalog, Section 11 and Educational Manual, Chapter VIII
(2) Tuition Aid	Educational Manual, Chapter V

Secondary (Continued)

	Reference Source
(3) G. I. Bill	Educational Manual, Chapter IV
(4) Instructor Hire	Educational Manual, Chapter VI
(5) Self Study Language Courses	Educational Manual, Chapter IX

Vocational

c. Programs	Reference Source
(1) USAFI	USAFI Catalog, Section 11 and Educational Manual, Chapter VIII
(2) Tuition Aid	Educational Manual, Chapter V
(3) G. I. Bill	Educational Manual, Chapter IV
(4) Instructor Hire	Educational Manual, Chapter VI
(5) Self Study Language Courses	Educational Manual, Chapter IX

Associate, Baccalaureate, and Graduate

d. Programs	Reference Source
(1) USAFI	USAFI Catalog, Section 11 and Educational Manual, Chapter VII
(2) Tuition Aid	Educational Manual, Chapter V
(3) G. I. Bill	Educational Manual, Chapter IV
(4) Instructor Hire	Educational Manual, Chapter VI
(5) Self Study Language Courses	Educational Manual, Chapter IX
(6) PACE	Educational Manual, Chapter VII

7. Accreditation of in-service experiences.

a. The Commission on Accreditation of Service Experience (CASE), is a civilian agency which evaluates education, training and other experiences of military personnel. These recommended evaluations are published in A Guide to the Evaluation of Educational Experience in the Armed Services, 1954 Revision. Courses and military schools established subsequent to this publication have also been evaluated. These evaluations are guidelines for the educational institutions which may accept or reject the recommendations, or give more or less credit than indicated; the final decision, however, is always the institution's. The Commission does not honor individual servicemen's requests for information in these matters.

b. Accreditation is not simple. The fact that the Commission recommends credit does not insure that the amount of credit recommended, or any credit, will be given. The granting of academic credit is solely the prerogative of the civilian educational institution or agency concerned. Accreditation policies vary. Differences exist between state departments of education in different states and between individual high schools within a given state; on the college level, even greater variations exist, depending on institutional policies, the individual's course of study, and the individual himself. Hence, there is no exact pattern to the procedure by which one seeks credit, nor is there any absolute information that can be given on the credit that will be granted an individual. The man seeking credit normally obtains it through a procedure similar to the following:

(1) He writes or visits his school. Ideally, the serviceman desiring academic credit for course work or recognition of his achievement on the GED tests visits his high school principal or the admissions officer of his college and discusses the matter with him. If such a visit is not possible, the next best thing is for the man to write a letter to his principal, the state department of education, or the institution of higher learning, stating his problem and seeking advice. He will need help on this letter. He should give complete information to the educational agency concerned. The following important items of information should be furnished:

(a) A statement that the applicant is on active duty with the Navy and is sincerely interested in obtaining his high school diploma or certificate of equivalency.

(b) A list of the applicant's present educational qualifications, including:

1 Age (indicate date of birth)
2 Permanent residence (State)
3 Names and locations of public and/or private schools attended, with dates of attendance
4 Names of Navy schools attended (with dates)

5 USAFI or other academic courses and tests completed while in the service

6 A statement as to whether official records have already been requested or sent to the school or state department of education

(c) An expression of willingness to complete future study if necessary and a request for information about what courses to take. (It is wise to enclose a USAFI Catalog.)

(d) An expression of appreciation. The following letter is only an example; exact duplication should be avoided:

Accreditation Division
Texas Education Agency
State Department of Education
Eleventh and Brazos Sts.
Austin, Texas 78711

Gentlemen:

Since I joined the Navy in September, 1963, I have found it increasingly important for me to obtain a high school diploma. My Educational Services Officer has told me that your office may issue a certificate of equivalency if I meet certain requirements. I am 21 years old (born 10 September 1945) and a resident of the State of Texas. I left Woodrow Wilson High School, Dallas, in 1962, during the latter part of my junior year. In January of this year I completed the high school GED tests for military purposes and have asked the Director, United States Armed Forces Institute, Madison, Wisconsin 53703 to send you an official record of my scores.

If I do not meet the current standards of the State Department of Education, will you suggest USAFI courses I might take that will help me fulfill requirements?

Any consideration you can give my case will be very much appreciated.

Sincerely yours,

Walter T. Door

(2) Follows through with recommended courses and/or tests. Upon receipt of a reply, the applicant for credit should follow through by taking the courses or tests recommended; he will not often go astray if, while he is awaiting a reply, he goes ahead with a course or test that seems most likely to be required.

(3) Makes use of DD Form 295 (Appendix F, page 31). The applicant, assisted by you, should assemble data on his in-service educational experience. The principal instrument for recording this data is DD Form 295, Application for the Evaluation of Educational Experiences During Military Service. You forward this form to the educational institution or agency. No fixed rules can be given for using this form, and the proper time for its submission varies. If the applicant has a formidable array of service schools to his credit, it might be wise to submit Form 295 along with his initial letter or visit. If, on the other hand, the applicant has only USAFI courses to offer for evaluation, it may not be necessary to submit DD 295 at all. This is true especially if the man's initial letter contains exact information about the courses and tests taken. USAFI verification will be required regardless of what the man reports. Full instructions for completing DD 295 are printed on page 2 of the form. It should also be noted that:

(a) If complete records on service training are not available at the applicant's activity, the man and his Educational Services Officer should supply as much of the necessary information as possible on DD 295. The form should then be forwarded to the Chief of Naval Personnel (Pers-E), Department of the Navy, Washington, D.C. 20370 with a request that the form be completed and forwarded to the appropriate institution or agency.

(b) Item 27 is intended for use only in those rare instances when the form is to be forwarded to an employer or prospective employer, not to an educational institution.

(c) Sometimes forms other than DD 295 are required. For example, if the applicant has acquired part of his education while in the service through classes taught by local schools or colleges, transcripts from these institutions will probably also be necessary. On occasion the educational institution concerned may require the use of its own accreditation forms and procedures in addition to, or instead of, DD Form 295.

(d) If an official transcript is required, the Chief of Naval Personnel (Pers-E) will forward, upon request, a transcript of in-service education and training to the college or university selected. For second and subsequent requests there is a small fee for transcripts.

c. Upon receipt of all this information, the accreditation officer of the civilian educational institution:

(1) Evaluates the man's educational experience by referring to the Guide, the accreditation policies of his own institution or state department of education, and to CASE, for credit recommendation.

(2) Requests a report from USAFI, if the man seeking credit has not already done so.

(3) Upon completion of his evaluation, notifies the applicant what credit has been given and instructs him concerning what further study, if any, is still required of him before he can receive a high school diploma, an equivalency certificate, or the advanced standing he is seeking.

d. In working with naval personnel on accreditation problems, The Educational Services Officer should:

(1) Consult CASE Bulletin No. 5 for the latest published policy of the state department of education concerned before talking with a man about getting a diploma or equivalency certificate from that state.

(2) Write to individual colleges and universities for school catalogs or statements of policy concerning in-service education only when there is a specific need for it, for a specific individual. Enclose with your request a franked preaddressed label.

(3) Never tell a counselee that he will receive any amount of credit for any in-service educational experience. The Commission on Accreditation recommends credit; it is the prerogative of the civilian education agencies concerned to grant or withhold credit. They exercise this prerogative.

(f) Never put pressure on any educational institution to grant academic credit to any Navy man or woman. Nothing antagonizes civilian educators more, and rightly so. Such misplaced and indiscreet zeal for the welfare of an individual serviceman in whom you are interested may be fatal to the interests, not only of that man, but of many others in that high school, or that state, or that higher institution of learning, or even a whole region.

e. Additional information may be obtained from Section 7 of the USAFI Catalog and other publications listed in Appendix H.

8. Navy recognition of academic educational experience.

In accordance with Article D2103 of the BUPERS Manual the Navy accepts successful completion of USAFI tests as follows:

(1) Tests Currently Available

GED Tests, high school level	Equivalent to high school graduation
Comprehensive College Tests—General Examination (CCT)	Equivalent of first year of standard college course
End-of-Course Test, or Subject Standardized Test	Equivalent to completion of the corresponding high school or college course, for the amount of credit recommended by the Commission on Accreditation

(2) Tests No longer Available

GED Tests, college level (taken prior to 30 June 1965)	Completion of first year only of standard college course
Educational Qualification Test 2CX (taken prior to 1 January 1954)	Completion of the second year of standard college course

b. Minimum Standard Scores

(1) Tests Currently Available

High School Level GED Tests:	35 or above on each of the five tests, or an average of 45 or above on the five tests of the battery
Comprehensive College Tests General Examinations (CCT)	25th percentile rank on each of the five tests
End-of-course test, or Subject Standardized Test	Score of satisfactory

(2) Tests No Longer Available

College Level GED Tests (taken prior to 30 June 1965)	Part I—55; Part II—60; Part III—61; Part IV— 57	
Educational Qualification Text 2CX (taken prior to 1 January 1954)		Passing score on this test was not disclosed

CHAPTER IV

G. I. BILL
(Public Law 89-358)

1. Background. The Veterans Readjustment Benefits Act of 1966 ("Cold War G. I. Bill") was signed into law by the President on 3 March 1966. Designed primarily for the veteran, it offers certain educational benefits to military personnel on active duty.

2. Eligibility.

a. In order to be eligible for the educational benefits, a member of the military on active duty must:

(1) have been on active duty for a minimum of two years, and

(2) have served on active duty, any part of which occurred after 31 January 1955.

b. For purposes of determining eligibility, active duty time does not include those periods in which the individual was:

(1) attending the U.S. Naval Academy

(2) serving on active duty for training as a reserve

(3) assigned to a civilian school by the Armed Forces on a full time basis in which the curriculum studied was basically the same as that offered to civilians. Examples are: NESEP, NROTC, Naval Academy, etc.

3. Educational Benefits. Personnel on active duty earn educational assistance at the rate of one month of assistance for each month of active duty. The maximum entitlement is 36 months of full-time study. Active duty personnel attending school under this act receive a pro-rated amount of financial assistance based on whether full-time or part-time study is undertaken.

4. Procedures.

a. In order to receive educational benefits from the Veterans Administration, the required forms must be completed. The initial form, "Serviceman's Application for Program of Education"—VA form 21E-1990a (Appendix F, page 5) has been forwarded to all naval commands. If not available, it may be obtained from the Director, U. S. Armed Forces Institute, Madison, Wisconsin using DD Form 1149 or MILSTRIP 1348 (Appendix F, page 37). Once the application is received by the Veterans Administration and upon determining the applicant's eligibility, the VA will mail two forms to the individual. These are (1) a Certificate of Eligibility (Appendix F, page 9) and (2) a Certificate of Availability (Appendix F, page 11). The Certificate of Eligibility confirms that the applicant is eligible for VA assistance and states his maximum entitlement. On the reverse of this form is an enrollment certificate. This certificate must be completed and forwarded by the school to VA as evidence of the applicant's enrollment in the education program approved by VA. The Certificate of Availability is completed and approved by the applicant's administrative chain of command and is furnished to the school at the time of each new enrollment. This form certifies that the student will be able to pursue a program of education and that the program will not conflict with his military duties. A new Certificate of Availability must be completed for each semester in which the student receives VA assistance.

b. Payment is made to the individual on a monthly basis. Upon completing the initial month of study, the student submits to the Veterans Administration a "VA" provided card (Appendix F, page 13) attesting to his attendance at classes during the month. In return he receives from the Veterans Administration a check for the amount to which he is entitled for that month.

5. Additional Information.

a. When an individual applies for a "program" he should set his sights high, as only one program change is permitted. For example, if

he has only a high school education and wants to take one or two, three-semester hour courses, he should probably state his "program" or objective as the bachelor's degree. Similar advice could be given in the case of graduate study. There is no penalty for discontinuing a program short of the set goal. Details concerning program changes may be obtained by writing the Veterans Administration.

b. For personnel participating in the College Degree Program for Officers, BUPERSINST 1520.98 (Series), the "Cold War G. I. Bill" provides a source of partial payment to offset the tuition costs and fees. (Under no circumstances can an individual receive financial assistance from more than one source of appropriated funds for the same course of study.)

c. Additional information is available from the following sources: (Source materials are available from USAFI Madison.)

(1) "Educational Assistance for Veterans and Inservice Personnel"—VA Pamphlet 21-66-1, March 1966.

(2) "Serviceman's Application for Program of Education"—VA form 21E-1990a.

(3) "Summary of the Veterans Readjustment Benefits Act of 1966"—VA Pamphlet 23-66-1, May 1966.

d. The VA and only the VA can determine the amount of funds payable to an individual for a course of study.

6. Record Entries.

Insure that a report of changes to educational attainments is made in accordance with Chapter 1, paragraph 3.f. of this Manual for officers and enlisted men who successfully complete courses under the G. I. Bill Program.

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CHAPTER V

TUITION AID

1. Objectives.

The objective of tuition aid is to provide eligible personnel with financial assistance as a means of encouraging their voluntary participation in the voluntary educational programs at Navy approved institutions.

2. Eligible Personnel.

Regular Navy personnel (active) and naval reservists on continuous active duty and members of the other U. S. armed services assigned to duty with the Navy are eligible to receive tuition aid.

3. Obligations.

Excerpt from Public Law 89-698 of 15 October 1966.

Tuition payment

"Sec. 621. No appropriation contained in this Act shall be available for the payment of more than 75 per centum of charges of educational institutions for tuition or expenses for off-duty training of military personnel, nor for the payment of any part of tuition or expenses for such training for commissioned personnel who do not agree to remain on active duty for two years after completion of such training."

4. Approved Institutions.

a. Educational institutions accredited or approved by a nationally recognized accrediting agency, or by a state department of education, or by a state university are recognized for Navy tuition assistance. Doubtful cases may be resolved by recourse to the current edition of the Department of Health, Education and Welfare's Education Directory, Part 3—Higher Education, which is distributed to all allotment holders, or obtained through a request directed to Director, U. S. Armed Forces Institute, Madison, Wis. 53703.

b. Those institutions not meeting the above requirements are eligible if their credits have been and are accepted as if coming from an accredited institution by not fewer than three accredited institutions.

c. U. S. high schools if accredited by their regional accrediting agencies. Such accreditation may be checked in Public Secondary Day Schools, 1958-1959 or later issue, published by the office of Education, U. S. Department of Health, Education and Welfare. Copies have been provided to allotment holders.

d. Tuition aid will not be granted any insitution that discriminates in any fashion against a race, color or national origin.

e. Certain foreign colleges and universities. Such institutions, however, must be individually approved by the Chief of Naval Personnel before tuition assistance may be authorized. The letter of request (Appendix F, page 15) for approval should contain the following information:

(1) Academic level of courses or degree desired.

(2) Possibility of completion of degree or course requirements prior to transfer.

(3) Unavailability of similar degree or course opportunity through accredited United States schools.

f. Questionable cases will be referred to the Chief of Naval Personnel (Pers-C43) for decision.

5. Approved Courses.

a. Tuition aid is approved for an educational, professional, or vocational objective at all levels of education, providing the institution attended meets the above stated criteria. Correspondence courses and programs for avocational or recreational objectives are not approved.

b. Tuition aid is authorized for "no credit" courses which prepare the student for higher level credit courses in which he is presently

ineligible to enroll providing the following criteria are met:

(1) Formal class attendance must be required.

(2) Home work/class study assignments must be a requirement for course completion.

(3) Satisfactory course completion will be dependent upon the passing of a final course test.

6. Funds.

Allotments for use in the Tuition Aid Program are provided, as needs dictate and availability of funds permits, to Commandants of Naval Districts and certain Force Commanders. Allotment holders (Appendix E) are authorized to expend these funds for the partial payment of tuition cost for voluntary courses, taken by military personnel with their commanding officer's concurrence, at approved educational institutions.

7. Extent of Aid.

To aid the individual to upgrade his level of educational achievement, the Navy will pay 75 percent of tuition costs. All other costs must be borne by the individual. However, the Navy will not subsidize more than seven semester hours in any semester or seven quarter hours in any quarter. Seven hours is virtually half of a full-time college program. To allow a heavier academic load would introduce dangers. Performance of assigned military duties could suffer, courses might be failed and the time wasted; the individual might well get discouraged and abandon his entire educational program. There is also the consideration that it is usually only during a tour of shore duty that a Navy man has the opportunity for a normal family life. Too heavy a load of studying could easily bring about domestic stresses inimical to both the Navy's and the individual's best interests. In many instances even seven semester hours is too much, and it is hoped both the applicant and his advisors will recognize this fact.

8. Procedures.

a. The following step-by-step procedures outline the responsibilities of the applicant, the commanding officer, and the allotment holder:

(1) Early submission of the request form and expeditious handling are necessary in order to have the authorization notice (Appendix F, page 17) in the hands of the applicant at registration time.

(2) Applicant will:

(a) Select institution and course(s).

(b) Submit signed request. Officers sign original and one copy.

(c) Receive original and one copy of Tuition Assistance Authorization Notice NAVPERS 2541 (series) from allotment holder (Appendix E).

(d) Present original to the institution upon registering, together with student's share of tuition. Retain copy for personnel records.

(e) Report course enrollment, disenrollment and final grade as occurring to commanding officer.

(3) Commanding Officer will:

(a) Insure that applicant is eligible and that courses selected fall within approved category—refer doubtful cases to allotment holder.

(b) Forward basic letter with favorable endorsement to allotment holder if he believes that applicant is capable of successfully completing the course(s) and that his participation will not detract from the performance of his Navy duties (include signed copy in case of officers).

(c) Upon receipt of the original and two copies of the Tuition Assistance Authorization Notice NAVPERS 2541 (series), present original and one copy to the applicant; retain record copy for file.

(d) Process invoice from the institution for payment upon receipt in accordance with NAVSUP Manual, Paragraph 23109.

(4) The allotment holder will:

(a) Review application.

(b) If application is approved, prepare Tuition Assistance Authorization Notice, NAVPERS 2541 (series) advising the educational institution that tuition assistance has been authorized and that the invoice for payment is to be forwarded to the applicant's commanding officer.

(c) Distribute NAVPERS 2541 as follows:

1 Original and one copy for the Educational Institution.

2 Copy to: 1. Individual
2. Individual's commanding officer
3. Allotment Holder
4. BUPERS (C43)

Note: Allotment holders will add to the BUPERS copy of NAVPERS 2541, figures showing the tuition costs incurred by the individual (i.e., total tuition costs less that paid for by the Navy) for the applicable course(s).

(d) Forward signed copy of an officer's basic request to Chief of Naval Personnel (Pers-E2).

9. Limitations.

a. The following limitations are imposed:

(1) The applicant must submit his application prior to the registration date of the course or courses for which he desires tuition assistance. This requirement may be waived by the commanding officer if in his opinion the circumstances so warrant.

(2) Tuition aid will not be used to supplement financial assistance received from any other agency of the Federal Government.

(3) Participants in the college degree or associate degree completion programs are not eligible for tuition assistance.

(4) The allotment holder may not allocate funds subsequent to the date of completion of the course for which applicable.

(5) Officers receiving tuition aid must sign an agreement to remain on active duty for two years after completion of a course and may not be relieved of this obligation by repaying funds provided by the Navy.

(6) Tuition Aid shall be accorded individuals in the following order of priority.

(a) Career designated personnel not eligible for Veterans Administration assistance, e.g. accrued benefits used through previous participation (see Chapter IV).

(b) Other personnel not eligible for Veterans Administration educational programs, e.g. less than two years active service.

(c) Career designated personnel eligible under either program, e.g. Veterans Administration or Navy Tuition Aid.

10. Requirement for Refund or Obligation.

Personnel who, for reasons other than circumstances beyond their control withdraw prior to completion, or fail courses for which the Navy has paid or agreed to pay partial costs, will be required to refund the share of the tuition costs assumed by the Navy. Upon determination by the commanding officer that refund must be made, recovery of the Navy's share of the tuition fee will be effected by pay record checkage in accordance with Chapter 4, Volume 4, NAVCOMPT Manual. All refunds are to be credited to the appropriation and allotment charged with the original expenditure. In the case of an officer who has not attended the first or subsequent classes, insure that the cancellation of the obligated service agreement is forwarded to Chief of Naval Personnel (Pers-E2). In the event an officer receives orders other than voluntary separation during the time he is enrolled in a course and is not able to complete it, his two year service obligation for that particular course is cancelled.

11. Record Entries.

Insure that a report of changes to educational attainments is made in accordance with Chapter I, paragraph 3.f. of this Manual for officers and enlisted men who successfully complete courses under the Tuition Aid Program.

12. Reports.

Allotment holders will submit yearly reports on the Tuition Aid Program using Tuition Aid Report Form, NAVPERS 224, (Appendix G, Page 1) in accordance with instructions on the form.

13. Availability of Forms.

The NAVPERS forms listed herein may be requisitioned from the following sources through the COG I segment of the Navy supply system using NAVSTRIP:

NAVPERS 224—Chief of Naval Personnel (Pers-C43)

NAVPERS 2541—Forms and Publications Supply Distribution Points

CHAPTER VI

INSTRUCTOR HIRE

1. Purpose

A program to provide credit or non-credit group (class) instruction to satisfy individual or command requirements. The instruction, at all educational levels, is provided to increase the capabilities of the participants.

2. Procedures

a. Commanding officers are encouraged to establish classes in the subjects normally taught in elementary school, high school, and college. It is expected that USAFI course materials will be used if they are available in the subject to be taught. The instructor for such a class may be voluntary (officer, enlisted, or civilian) or paid. If the instructor is to be paid with appropriated funds, he must be a qualified civilian hired on a part-time basis to teach military personnel in group study classes. The request for authorization to engage the services of such an instructor should be submitted to the Chief of Naval Personnel (Pers-C43). (See sample letter Appendix F, page 19.) Commanding officers of shore stations may, at their discretion and in accordance with current regulations for Navy recreation funds, obligate these funds for the payment of civilian or enlisted military personnel in group study classes. Course accreditation is a matter to be negotiated by the individual command and the educational institution. The request should include the following information:

(1) Title and number of USAFI text for subject to be taught. If a non-USAFI text is used, the title, name of author and copyright date of the text must be reported.

(2) Planned beginning and ending dates of course.

(3) Planned length of course in hours.

(4) Cost per hour of instruction (should include an additional amount to compensate the instructor for time spent in transit to and from his class; and if indicated, a further amount to defray the cost of transportation if this cost is borne by the instructor).

(5) Total cost of instruction.

(6) Number of applicants (minimum of 10 required).

(7) Name of the instructor or name of the educational agency that will supply instructor service.

b. Upon receipt of a satisfactory request, and provided funds are available, the Chief of Naval Personnel will authorize the commanding officer to proceed with the execution of a contract of All Other Services, Object Class 25, and will provide the appropriate accounting data to be cited. Each member of the class must enroll with USAFI unless a non-USAFI text is used. Classes that are reduced by attrition may remain active so long as the number of students is considered by the commanding officer to justify the continued expenditure of appropriated funds.

c. Upon termination of the course, the following information should be forwarded to the Chief of Naval Personnel (Pers-C43):

(1) Number who attended first class meeting

(2) Number who completed the course

(3) Comments on success of the course, etc.

(4) Total funds expended.

3. Record Entries

Insure that a report of changes to educational attainments is made in accordance with Chapter I, paragraph 3.f. of this Manual for officers and enlisted men who successfully complete courses under the Instructor Hire (Group Study) Program.

CHAPTER VII

PACE

PROGRAM FOR AFLOAT COLLEGE EDUCATION

1. Organization and Administration. In cooperation with the Bureau of Naval Personnel, several highly respected universities and colleges are under contract to administer a number of accredited undergraduate college-level courses to qualified men stationed aboard selected Navy ships. This program is entitled Program for Afloat College Education (PACE), and represents a part of the Navy's continuing efforts to offer to its men opportunities to initiate and/or continue their formal college education while serving away from home. When a sufficient number of men (minimum of 10) are interested in a course aboard an approved ship, the Educational Services Officer contacts his type commander's representative who will arrange for the delivery of films and liaison with the participating college. Thereafter, the program operates directly between the students and the college professor. The command must provide a qualified proctor to assist students during periods away from homeport. The proctor is the liaison between the students and the command for arranging classroom space, hours of operation and correspondence with the professor.

2. Faculty. Professors come from the participating universities and colleges. If required, the Bureau of Naval Personnel will transport the respective instructors to an overseas location in order to complete one course package and begin new courses.

The Navy provided 16mm kinescope lectures, which constitute a major portion of most of the courses, were made by outstanding professors. They were selected for their professional competence as well as their teaching effectiveness in the television medium and frequently are professors with national reputations in their academic fields.

3. Admission Requirements. Admission to PACE courses is open to all active duty personnel recommended by their commanding officers, who have the motivation, ability, and desire to do college work while serving in a fleet unit. In general, in order to benefit from the courses a student should be a high school graduate or have the GED equivalent.

Students may be required to be formally admitted to the participating college extension division. This enrollment, however, normally does not constitute formal admission to the college.

4. Registration Procedures. Following a display of interest by a sufficient number of men for a particular course or courses, registration can be made by the Educational Services Officer aboard selected ships by contacting the designated type commander representative who is responsible for coordinating all requests. The Chief of Naval Personnel specifies a minimum of three classes and recommends a maximum of not more than eight separate classes at any one time be administered aboard each ship. The administration of classes to the crews of Polaris submarines and other smaller units will be governed by locally established procedures. A minimum of ten students is established for any class, unless waived in writing by the Chief of Naval Personnel; the maximum number of students per class will depend upon local rules from the participating college. If sufficient response is indicated, a single subject might be taught in two or more classes at the same time but on different days.

5. Fees. The participating universities and colleges normally require that a fee be charged for extension courses administered under this program. This is not a tuition charge. Normally, fees are refunded only if a student officially withdraws from a course before the first class begins.

6. Grade Reports and Transcripts. Upon completion of the final course examination, the instructor will submit the course grades to the educational institution's registrar and to the

Educational Services Officer aboard ship. All course grades become a part of the official records at the participating college. A student may obtain an official transcript of his record by written request to the Registrar's Office at the college and payment of a nominal fee.

A certificate of completion of each successfully completed course will be filed for inclusion in the service record.

7. Course Load and Attendance. PACE courses are college level courses which require a considerable amount of study time outside of the classroom; therefore, it is recommended that a student enroll in just one course at a time. Although there are no regulations against enrolling in two courses simultaneously, students must keep in mind the fact that course work is in addition to their regular shipboard duties, and that it is obviously far better to do well in a single course rather than do poorly in two.

Students participating in PACE are required to have at least 8 hours of in-person classroom instruction with the instructor for each course before final credit can be given. This is a contract requirement imposed by the college and the Chief of Naval Personnel. This classroom period may be divided between the beginning and final phase of each course or weekly meetings scheduled throughout the course. Scheduling of presentations will be dependent upon current deployment schedules.

8. Textbooks. Students will purchase textbooks, either through their Educational Services Officer or from commercial outlets. Larger commands might consider purchase of textbooks and reference materials through the welfare fund to be loaned to students during the course. Lesson syllabi will be provided by the college and will be delivered at or before the first class meeting.

9. Student Responsibilities. Once a student has decided to undertake a course, he is responsible for completing the course unless unforeseen difficulties arise. Each course will, in general, involve the following:

a. Attendance at the introductory classroom session, usually aboard ship while in port, at which time the instructor from the college will explain what is to be expected of the student and what the course will cover.

b. Complete all work assigned while deployed, including, in most cases, the viewing of 15 half-hour kinescopes and such other assignments as the instructor deems necessary.

c. Attend additional in-person classroom sessions, the last of which will be a final course examination. Depending upon a given ship's employment, each course will be completed within a time span of three to six months.

10. Advising. Information and advice may be received at any time from the Educational Services Officer aboard ship, or from the course instructors either when they are aboard or by mail. In addition, while the ship is deployed, each course will have assigned an officer who will act as advisor and proctor. Information regarding the convening of any course or cycle of courses, and dates of examinations and other sessions to be held on other than an informal or individual basis, will be disseminated by the ship's Educational Services Officer.

11. Transfer of Credits. It cannot be overemphasized that one of the prime features of the PACE program is the concern and attempt on the part of the Navy and the participating institution to offer courses which are transferable for full credit at most colleges and universities toward an associate or bachelor's degree. The final decision is always the institution's; the college may accept or reject any course, or give more or less credit than originally offered.

THE TRANSFERABILITY OF PACE COURSE CREDITS TO OTHER COLLEGES AND UNIVERSITIES IS A MATTER FOR EACH INSTITUTION TO DECIDE AFTER A STUDENT APPLIES FOR ADMISSION. WHILE EVERY EFFORT IS MADE TO STRUCTURE EACH COURSE SIMILAR TO ON-CAMPUS COURSES, NEITHER THE COLLEGE NOR THE NAVY CAN SPEAK FOR OTHER INSTITUTIONS REGARDING THE ACCEPTANCE OF CREDITS ACQUIRED ELSEWHERE.

12. Courses Available. When a sufficient number of students express an interest, select a first and an alternate choice from the catalog of PACE film courses (Appendix I). The descriptions found in this catalog are those for the kinescope films provided by the Navy and do not necessarily fully describe the course as it may be administered locally. The actual course title, amount of credit earned, textbook requirements and other supplementary information with be provided by the participating college. Some courses listed have recommended prerequisites. These will vary between institutions, so check local information before commencing enrollment in any course.

13. Participating Activities. The following ships are currently approved and actively engaged in the PACE program.

Ships	Type Commander	Home Port
Blue/Gold Polaris crews	COMSUBFLOT TWO	(New London)
Blue/Gold Polaris crews	COMSUBFLOT SIX	(Charleston)
USS BOSTON (CAG1)	COMCRUDESLANT	(Boston-Newport)
USS CASCADE (AD16)		
USS ARCADIA (AD22)		
USS YOSEMITE (AD19)		
USS LITTLE ROCK (CLG4)		
USS CONSTELLATION (CVA64)	COMNAVAIRPAC	(San Diego)
USS GALVESTON (CLG3)	COMCRUDESPAC	(San Diego)
USS PIEDMONT (AD17)		
USS CANBERRA (CAG2)		
USS MAHAN (DLG11)		
USS PROVIDENCE (CLG6)		
Blue/Gold Polaris crews	COMSUBRON 15 (REP)	(Hawaii)

14. Expansion Plans. Ships attached to the following commands are programmed to be phased into the program as indicated.

PROPOSED PHASE-IN PLAN FOR PACE IMPLEMENTATION

Type Commander	For Units Home-ported in	Start Pilot Program
COMCRUDESLANT	Norfolk, Va.	FY69
	Mayport, Fla.	FY70
COMCRUDESPAC	Long Beach, Calif.	FY69
COMNAVAIRPAC	Long Beach, Calif.	FY69
COMNAVAIRLANT	Norfolk, Va.	FY69
	Quonset Pt, R. I.	FY68
	Mayport, Fla.	FY70
COMPHIBLANT	Norfolk, Va.	FY69
COMPHIBPAC	San Diego, Calif.	FY68
	Long Beach, Calif.	FY69
COMINLANT	Charleston, S. C.	FY68
COMINPAC	Long Beach, Calif.	FY69

Normally, the first year consists of several units designated for "pilot courses". As experience is gained, expansion to other units within each type will depend upon schedules, availability of kinescope films, instructors, etc.

Contact the type commander designated representative for availability of Navy provided course films and assignment of a professor. If films are not available in the area, the representative will communicate with the Chief of Naval Personnel (Pers-C43) for assistance. The selection of one or two alternate courses and early submission, at least one to two months, will allow time to locate and ship course films from the limited supply available.

15. Reports. While PACE courses are being conducted, a special end-of-the-month report using the abbreviated code and format shown in Appendix G, pages 3-5, will be made to the Chief of Naval Personnel (Pers-C43).

In accordance with OPNAVINST 3150.21 (series), each time a PACE course film is shown, a "Film Utilization Data Card" (see Appendix G, page 15) must be completed by the projector operator. These cards can normally be found in the film canisters and require only a few moments to complete. The justification for procurement of additional films in support of expansion of PACE is based upon data assembled from the cards. Additional cards may be obtained from local Navy Training Film Libraries and Sub-libraries or by written request to the address below. Inquiries for replacement of damaged or missing films

indicating the "KN" number and appropriate letter/lesson designator) should be sent to:

Naval Training Film Distribution Center
Naval Station
Washington, D. C. 20390

16. Record Entries.

Insure that a report of changes to educational attainments is made in accordance with Chapter I, paragraph 3.f. of this manual for officers and enlisted men who successfully complete courses under the Program for Afloat College Education (PACE).

CHAPTER VIII

USAFI
Correspondence Courses and Testing Sections

1. The United States Armed Forces Institute

The core of the Voluntary Education Program is the United States Armed Forces Institute (USAFI), a correspondence school and educational supply agency operated by the Directorate for Education Programs, Department of Defense. USAFI headquarters are located at Madison, Wisconsin; overseas, additional USAFI's are maintained in Hawaii, Alaska, Europe and the Caribbean. USAFI operates under the policy control of the Deputy Assistant Secretary of Defense (Education), Office of the Assistant Secretary of Defense (Manpower).

2. What USAFI provides

In the accomplishment of its mission, USAFI provides the following materials and services to military installations:

a. Correspondence Courses

(1) Presently over 200 courses may be taken directly from USAFI in pre-high school, high school, college and technical subjects. For an initial $5.00 fee, a student may enroll in his first USAFI correspondence course and may thereafter continue to take courses at no further cost as long as his progress is satisfactory. In addition to the courses offered directly by USAFI, more than 6,000 correspondence courses are available through USAFI from 46 leading colleges and universities.

b. Tests

(1) End-of-course tests for USAFI courses.

(2) Subject standardized tests.

(3) Achievement tests used to place examinees at the proper grade level or to determine progress during or after instruction.

(4) Tests of General Educational Development (GED), high school level.

(5) Comprehensive College Tests - General Examinations (CCT - Gen Exams) used to increase previously established scores in order to meet the higher standards of the military.

c. Educational supplies and service

(1) As an educational supply agency, USAFI furnishes course materials for class programs (Instructor Hire - Chapter VI) and for issue on a loan basis, and printed visual and auditory counseling aids for Educational Services Officers.

(2) Reports to educational institutions and prospective employers on the scores made on USAFI courses and tests.

(3) Selected filmed courses on the high school and college levels.

3. For more detailed information concerning USAFI offerings, refer to the current editions of the USAFI Catalog and Correspondence Courses Offered by Colleges and Universities Through the United States Armed Forces Institute. The catalogs are distributed to all naval activities as new editions become available.

4. Information Concerning Testing and Testing Sections. The Chief of Naval Personnel in consonance with directives from the Office of Deputy Assistant Secretary of Defense (Education), administers the USAFI testing program within the Navy, promulgates policies and procedures for handling and administering USAFI tests, and authorizes the establishment of naval USAFI testing sections. See Appendix D for the current list of naval USAFI testing sections. Definition of USAFI testing sections and procedures for establishing them will be found in paragraph 11 below. Naval activities which do not have testing sections procure USAFI tests for individuals from any of the various USAFI's using DD Form 179 (Appendix F, page 23).

5. Personnel

a. Navy USAFI Test Control Officer. The commanding officer of each activity will appoint his Educational Services Officer as delineated in Chapter I, paragraph 3b, in writing as test control officer. This officer's duties include applying for, handling, and administering all USAFI tests; returning completed tests to the issuing USAFI; and interpreting test results.

(1) Qualification. Test control officers must be specifically instructed in the procedures for the proper administration of tests and in the interpretation of test results. Such instructions may be given by:

(a) A qualified USAFI test control officer.

(b) Naval district educational services officer.

(c) An information and education training course conducted by a naval district headquarters or another naval activity.

b. Examiners. The USAFI test control officer may appoint as examiner any person he certifies as qualified to administer USAFI tests. The USAFI test control officer does not thereby relinquish his responsibility for test administration.

c. Proctors. For each group of 15 examinees, a proctor will be named as assist the examiner. Proctors will be instructed in their duties by the USAFI test control officer or the examiner. Proctoring will be continuous and vigilant throughout the testing period.

6. Test Handling and Security

a. Special Designation. USAFI end-of-course tests (except elementary end-of-course tests), USAFI Subject Standardized tests, GED tests, Comprehensive College Tests - General Examinations (CCT), and answer sheets are designated Controlled Items (USAFI Test Material).

b. Receipt

(1) When mailed from the issuing USAFI, all tests and answer sheets are covered by a receipt - DD Form 815 (Appendix F, page 25), Controlled Item (USAFI Test Material) Document Receipt.

(2) Controlled Items are transmitted in sealed double envelopes. The inner envelope will be opened only by the USAFI test control officer.

(3) The USAFI test control officer will check all materials designated Controlled Item (USAFI Test Material) upon receipt and acknowledge by signing and returning the DD Form 815.

c. Stowage. At the minimum, storage will consist of metal file cabinets equipped with steel lockbars and approved three combination dial-type padlocks from which the manufacturer's identification numbers have been obliterated. Controlled items must be given the same security protection as confidential material.

d. Accounting

(1) All tests will be accounted for on DD Form 1572, Log for USAFI Test, (Appendix F, page 27) by the serial numbers furnished by the issuing USAFI. DD Form 1572 may be obtained from USAFI Madison.

e. Lending and Transferring Tests

(1) Tests must not be lent to another command nor forwarded to another activity.

(2) Tests procured on individual application will be administered only to the examinee named on the application form. If the examinee has been transferred or discharged prior to completion of the test, the test must be returned immediately to the servicing USAFI using Certified Mail procedures.

f. Time Limitations

(1) Test materials obtained by installations in the continental United States on individual application will be returned to USAFI within 30 days. Tests issued to installations or ships outside the continental limits will be returned within 60 days. In extreme circumstances, extensions of time may be granted provided the request is made to the issuing USAFI prior to the expiration of the allotted time.

(2) All answer sheets and all tests issued on individual application will be returned immediately to USAFI upon completion, except that all parts of the GED or CCT test battery issued on individual application will be returned at the same time.

(3) Answer sheets for tests administered at USAFI testing sections will be forwarded to USAFI Madison immediately upon completion, except that finished parts of the GED or CCT test battery may be held until completion of the entire battery or 30 days after completion of the first test part, whichever occurs first.

g. Return of Tests and Answer Sheets

(1) All tests must be returned to the issuing USAFI for destruction if they become worn, torn, or otherwise unserviceable. In no case will they be destroyed by the command.

(2) The USAFI test control officer will sign all completed answer sheets, thereby certifying that the regulations for administration and security have been carried out.

(3) Both tests and answer sheets will be returned using Certified Mail procedures to the issuing USAFI in sealed double envelopes.

(4) When returned to the issuing USAFI, the tests and answer sheets will be covered by DD Form 815, Controlled Item (USAFI Test Material) Document Receipt.

7. Test Administration

a. Physical Surroundings. Insofar as practicable the area used for testing will be quiet and adequately lighted and ventilated. Each examinee will be sufficiently separated from other examinees to insure independent performance. The USAFI test control officer or examiner or proctor must be physically present at all times during the administration of the test.

b. Counseling Examinees. Before administering tests, the USAFI test control officer will explain to the examinees the purposes of the tests, the mechanics of taking them, and the relationship of successful completion of these tests to the acquisition of academic credit. The examinee will also be informed that USAFI tests are Controlled Items; that no help will be given or received; that no written information may be taken into or from the testing room; that multiple responses will be graded wrong unless the directions indicate otherwise; and that all work sheets must be returned with the completed tests.

c. Testing Procedure

(1) Each examinee will present personal identification before taking the test.

(2) Each examinee will be issued a test booklet, answer sheet, pencil, eraser, and scratch paper.

(3) Each examinee will sign a checkout sheet when he receives the test; the time will be entered on the checkout sheet by the USAFI test control officer or examiner.

(4) The USAFI test control officer or examiner will administer the test in exact accordance with the printed directions.

(5) Each test will be completed in one session. If any circumstance prevents the examinee from completing a test, materials will be returned to the USAFI test control officer or examiner. Arrangements may be made for retaking the test.

(6) When testing is completed, the USAFI test control officer or examiner will collect and inspect all materials, sign the checkout sheet acknowledging the return of the test and answer sheet, and dismiss the examinee. By signing the checkout sheet, the USAFI test control officer or examiner certifies that he has definite knowledge of and is responsible for the proper administration of the tests. The USAFI test control officer or examiner will ascertain through a page-by-page inspection that the test booklet is complete and that the identifying data on the answer sheet are correct.

(7) Answer sheets will be certified by the USAFI test control officer and will be considered complete regardless of the number of questions answered. Incomplete answer sheets caused by circumstances mentioned in subparagraph 6e(2) above, or through test compromise described in paragraph 9 below, will not be certified but returned to the issuing USAFI as soon as possible, with a letter of explanation.

(8) Tests and completed test answer sheets will be returned, using Certified Mail procedures, immediately to the issuing USAFI.

d. Retesting. Retesting is authorized only in accordance with USAFI policies set forth in USAFI Catalog, NAVPERS 15857 (series).

8. Importance of Test Security. All Controlled Items (USAFI Test Materials) are subject to accreditation, both by the Navy for its own purposes and by civilian educational agencies and institutions. Proper security is necessary not only for purely naval reasons but also because loss or compromise could jeopardize the reputation of all USAFI tests and affect the accreditation based upon them. The Chief of Naval Personnel is under continuous pressure from the Office of Deputy Assistant Secretary of Defense (Education) and the Commission on Accreditation of Service Experiences of the American Council on Education to provide maximum security for all USAFI tests. Past experience indicates that the five most common causes of security violations in handling USAFI tests are:

a. Failure to provide proper stowage.

b. Failure to administer and return the tests to USAFI promptly.

c. Inadequate test accounting procedures.

d. Inadequate turnover and inventory, or none at all, prior to the relief of the USAFI test control officer.

e. Use of stowage facilities to which a number of persons have access. In the event of loss or compromise, the Chief of Naval Personnel must withdraw from use in the command the compromised form of the GED or CCT test until an adequate period of time has elapsed and the danger of further compromise is nonexistent. When this form is withdrawn, a testing section must make individual application to USAFI, which will supply an alternate form. Alternate forms may not be stocked at USAFI testing sections.

9. Test Compromise. If a USAFI test or answer sheet marked Controlled Item (USAFI Test Material) is lost or otherwise compromised, the commanding officer will immediately:

a. Stop all USAFI testing and impound all USAFI tests designated Controlled Item (USAFI Test Material).

b. Immediately report the loss or compromise to the Chief of Naval Personnel (Pers-C43), with an information copy to the servicing USAFI. The report should include the date of loss, test serial number, and in the case of a GED or CCT test, the form of the test.

c. Conduct an informal investigation to:

(1) Determine to what extent the testing materials in question, and other USAFI tests on hand, have been compromised in the command itself and possibly in adjacent commands.

(2) Fix responsibility for the malpractice, and indicate disciplinary action taken.

(3) Ascertain what test security regulations have been violated.

d. Submit a detailed report of the findings of the investigation to the Chief of Naval Personnel (Pers-C43). The report should outline the procedures the commanding officer has instituted to prevent future USAFI testing violations. A copy of this report should NOT be sent to the servicing USAFI.

e. Resume test administration only when authorized to do so by the Chief of Naval Personnel (Pers-C43).

10. Reporting Test Scores

a. The appropriate USAFI will report an examinee's test scores to his commanding officer on military report forms. These scores should be entered in the examinee's service record.

b. USAFI Madison is the only agency authorized to forward USAFI test records to civilian educational agencies and employers. Request for USAFI Test Reporting, DD Form 1571 (Appendix F, page 29) should be used when requesting this service. DD Form 1571 is available from USAFI Madison.

11. Testing Sections. USAFI testing sections are local facilities in which USAFI tests, especially GED or CCT tests, are permanently stocked for convenience in testing large numbers of personnel. A USAFI testing section is established by the Chief of Naval Personnel at the request of the commanding officer of the activity. All the provisions of the preceding paragraphs of this portion of the manual apply to the administration of such a section. In addition:

a. The commanding officer will inform the Chief of Naval Personnel by letter when a USAFI test control officer is relieved. This letter will include:

(1) A statement that the USAFI testing section and test control officer meet the requirements prescribed in paragraphs 5 and 6 of this portion of the manual.

(2) An inventory of Controlled Items (USAFI Test Materials) then stocked in the USAFI testing section, co-signed by the officer being relieved and his relief. An information copy, bearing both signatures, will be sent to the Director, USAFI Madison.

b. A commanding officer desiring to establish a USAFI testing section in his command will submit a request for authorization to do so to the Chief of Naval Personnel (Pers-C43) through appropriate channels. This letter will include:

(1) A justification of need.

(2) An estimate of annual number of examinees.

(3) A requisition for end-of-course tests and answer sheets desired. Commands will request these tests only when large, formal class programs are planned.

(4) A statement that:

(a) At least one commissioned or warrant officer and the necessary clerical help are available to supervise and administer the USAFI testing section (include officer's name, grade, and service number). If civilian personnel are appointed, in addition to written orders, they must have the duties and responsibilities of a USAFI Test Control Officer clearly delineated in their position descriptions.

(b) The USAFI test control officer will be instructed in the stocking, safeguarding, and administration of the tests and in the interpretation of test results.

(c) Physical facilities are available for the administration of the tests and for safeguarding their integrity in accordance with paragraphs 6 and 7 above.

c. Supplies. All materials for naval USAFI testing sections are furnished by USAFI Madison, and may not be procured from overseas USAFI's.

(1) Initial Supplies. Initial supplies authorized by the Chief of Naval Personnel (not to include scoring keys) will be furnished by USAFI Madison. Quantity provided will be determined by the information supplied in the letter of request for authorization.

(2) Replacements. When tests become defaced through damage, wear, pencil marks, or otherwise, replacements will be requisitioned from USAFI Madison. The old tests, upon receipt of these replacements, will be returned to USAFI Madison in accordance with subparagraph 6g above.

(3) Requisitions. Requests for replacement tests, additional answer sheets, and examiner's manuals will be made by requisition on DD Form 1348-4 forwarded to USAFI Madison with a copy to the Chief of Naval Personnel (Pers-C43). Replaced tests will be identified on the requisition by serial number, part, and form. The command should anticipate needs and wherever possible forward requisitions at the time the quarterly report (DD Form 417) is transmitted.

(4) Stock Increase and Decrease. Requests for authority to increase or decrease the stock of test booklets will be made to the Chief of Naval Personnel (Pers-C43). If the request is for an increase, it will be accompanied by a requisition, addressed to the Director, USAFI Madison, for the desired tests.

d. Inventories

(1) An inventory of all Controlled Items (USAFI Test Materials) will be taken by the USAFI test control officer or examiner at the end of each day on which testing takes place, and will be initialled by him. A record of this inventory will be maintained for 1 year. Answer sheets should be serialized to facilitate inventorying.

(2) When a USAFI test control officer is detached without contact relief, the Controlled Items (USAFI Test Materials), together with an inventory signed by the detached officer, will be impounded. When the relief eventually assumes charge, the testing material will be withdrawn from impoundment and reinventoried.

e. Inspections. Once annually and before 30 June, the commanding officer will direct an inspection of the USAFI Testing Section. A commissioned officer not assigned to the same department with the USAFI Test Office and senior to the USAFI test control officer will conduct an inspection using the USAFI Testing Inspection Report (Appendix G, page 7) as an inspection guide and final report format. This letter report will be forwarded directly to the Chief of Naval Personnel (Pers-C43) not later than ten working days after completion of the inspection. The commanding officer will insure on his endorsement to the inspection report that all corrective measures have been taken whenever improper practices have been noted.

f. Disestablishment. When the commanding officer desires to disestablish his testing section, he will submit a letter to the Chief of Naval Personnel (Pers-C43) requesting this action. The letter will explain the reasons for his request and will contain an inventory of all testing materials. When disestablishment has been authorized, USAFI Madison will issue shipping instructions for the return of the testing materials.

12. Reports. Commanding officers will submit quarterly reports on DD Form 417 (Report Symbol DD-M(0) 192R1) based on an inventory taken on the last working day of the quarter. Tests will be listed by serial number, part, and form as shown in Appendix G, page 11. The original of this report is forwarded to the Chief of Naval Personnel (Pers-C43) and one copy to USAFI Madison. The reporting requirement in paragraph 9d is assigned Report Control Symbol DDM(AR)538.

13. Record Entries.

Insure that a report of changes to educational attainments is made in accordance with Chapter I, paragraph 3.f. of this Manual for officers and enlisted men who successfully complete courses and/or test batteries under the USAFI Program.

14. Registration Sections.

See Appendix B for the current list of Naval USAFI Registration Sections. Detailed information in regard to the administration of USAFI registration sections may be found in Appendix C.

CHAPTER IX

FOREIGN LANGUAGE STUDY

Presently there are four systems available by which an individual may obtain training in a foreign language. These systems are:

1. Self study first level. This system consists of sets of two 78 r.p.m. records (four sides) and, with the exceptions noted below, an accompanying pocket-size pamphlet called a Language Guide. These materials do not constitute a course. They can be valuable, however, in providing an acquaintanceship with a few of the most useful words and phrases of a foreign language, with their correct pronunciation, in a short time. Their most effective use is aboard a ship headed for a foreign port; records of the language spoken in the country to be visited may be played over the public address system daily, or several times a day, and members of the crew provided with Language Guides with which to follow what they hear from the records. In most languages a Phrase Book, uniform with the Language Guide in size and approach to the subject but with a considerably more extensive vocabulary, is available. Phrase Books may be given to men who show interest in the language and wish to go beyond the material in the Language Guide.

The materials may be requisitioned through the Naval Supply Centers at Norfolk, Virginia and Oakland, California using DD Form 1348, at no cost to the command or individual. The following is a list of available languages.

Recordings	Language Guides	Phrase Books
Albanian	TM 30-352	TM 30-652
Annamese	None	None
Arabic		
Algerian	None	None
Egyptian	None	None
Iraqi	None	None
Libyan	None	None
Moroccan	None	None
North African	TM 30-321	None
Syrian	None	None
Bulgarian	TM 30-345	TM 30-645
Burmese	TM 30-332	TM 30-632
Cantonese	TM 30-334	TM 30-634
Chinese	TM 30-333	TM 30-633
Czech	None	None
Danish	TM 30-311	TM 30-611
Dutch	TM 30-307	TM 30-607
Finnish	None	None
French	TM 30-302	TM 30-602
German	TM 30-306	TM 30-606
Greek	TM 30-350	TM 30-650
Hindustani	TM 30-327	None
Hungarian	TM 30-316	TM 30-616
Icelandic	TM 30-313	None
Italian	TM 30-303	TM 30-603
Japanese	TM 30-341	None
Korean	TM 30-342	TM 30-642
Malay	TM 30-339	TM 30-639
Melanesian Pidgin English	NP 15037	None
Norwegian	TM 30-310	TM 30-610
Persian	TM 30-326	TM 30-626
Polish	None	None
Portuguese (Brazilian)	TM 30-301	TM 30-601
Rumanian	TM 30-349	TM 30-649
Russian	TM 30-344	TM 30-644
Serbo-Croatian	TM 30-346	TM 30-646
Sicilian	None	None
Spanish	TM 30-300	TM 30-600
Swedish	TM 30-312	TM 30-612
Tagalog	TM 30-340	None
Thai	TM 30-331	TM 30-631
Turkish	TM 30-318	TM 30-618

2. Self study language familiarization kits. This kit consists of two 33 1/3 r.p.m. records and an associated language guide. While it does not constitute a spoken language course, it is more

comprehensive than the first level. Small quantities of the materials for this level are available through Naval Supply Centers, Norfolk and Oakland using DD Form 1348. The following languages are available:

Amharic	Greek	Norwegian
Arabic	Hausa	Persian
Bengali	Hebrew	Portuguese
Cambodian	Hindi	Russian
Chinese	Indonesian	Serbo-Croatian
Danish	Italian	Swahili
Dutch	Kurdish	Thai

3. Spoken Language Courses. These courses presuppose no previous knowledge of the language in question. Each course consists usually of six twelve-inch 33 1/3 r.p.m. records (12 sides) and a manual to accompany them. A second manual for Units 13-30 carries the student on beyond the records. There are no records for Units 13-30. The Guide Manual, available for about half the languages offered, is written entirely in the foreign language, and is intended for the use of a native instructor or a class leader who speaks little or no English. The Guide Manual, therefore, will be very rarely needed.

While the emphasis of these materials is strongly upon the spoken language, a conscientious and able student can acquire a fair mastery of a language through their use. In cases where credit is desired, these materials should be supplemented by formal grammar work and reading, and a USAFI Subject Standardized Test should be taken.

For individual non-credit use, these courses may be obtained from USAFI, Madison, using DD Form 1348. For class or group study, the courses may be obtained from USAFI, Madison, using DD Form 305 (Appendix F, page 21).

Supplementary Language Materials. The following commercially published grammars, readers, and other texts are available in limited quantity from Naval Supply Centers, Norfolk or Oakland, using DD Form 1348. They may be used by small groups or individuals who wish to acquire a knowledge of grammar and the written language, or who wish to supplement a course in the spoken language with work of a more formal nature.

FRENCH

Parker—Rev. Elementary French Grammar
Bazin—Les Oberle (novel)
Keating and Morand—French Cultural Graded Readers, Elementary
Book I - Audubon
Book II - LaFayette
Book III - Lafitte
Harris and Leveque—Basic French Reader
Heise and Muller—A Conversational Introduction to French (Text)
Brady—Vingt Contes Divers

GERMAN

German Elementary Cultural Graded. Reader Series:
Book 1—Schweitzer
Book 2—Thomas Mann
Book 3—Heine
Book 4—Beethoven
Schinnerer—Beginning German

ITALIAN

Russo—First Year Italian
Russo—Second Year Italian
Hall and Bartoli—Basic Conversational Italian (Text)

LAO

Lao Language Familiarization Course Text

PORTUGUESE

Williams—An Introductory Portuguese Grammar
Carter—Contos e Anedotas Brasileiros
Ricco—Introduction to Brazilian Portuguese (Grammar)

RUSSIAN

Patrick—Elementary Russian Reader

SERBO-CROATIAN

Prince—Servo-Croatian Grammar

SPANISH

Kasten and Neal-Silva—Lecturas Escogidas
Hugowast—Pata de Zorra (Novel)
Hill and Duceta—Antologia De Cuentos (Reader)
Guyer and Ugarte—Platicas Temas

Cabrillo, Starnes and Heller—Spanish, a First Course
Val des—Jose (Reader)

Dictionaries. Language dictionaries listed immediately following are available in quantity from Naval Supply Centers, Norfolk or Oakland. They may be issued to students at or near the end of Units 1-12 of the spoken course, or otherwise at the discretion of the Educational Services Officer:

French Dictionary for the Soldier
German Dictionary for the Soldier
Italian Pocket Dictionary—Hugo
Russian Pocket Dictionary—Hugo
Russian Vest Pocket Dictionary by Ottenheimer
Spanish Vest Pocket Dictionary—Ottenheimer

The following dictionaries are for issue to advanced students or to teachers. Order only to fill actual needs.

New French-English and English-French Dictionary—Cassell
New Cassell's German Dictionary
Cassell's Italian Dictionary
Malay Dictionary
Modern Portuguese—English and English-Portuguese Dictionary—Richardson
Dictionary of Spoken Russian—TM 30-944
New Revised Spanish and English Dictionary—Velazquez

The following special purpose dictionaries are also available as needed:

French Military Dictionary, TM 30-502
German Military Dictionary, TM 30-506
Russian-English Glossary of Soviet Military Terminology, TM 30-544

4. Correspondence course high school and college level. Presently there are two types of language correspondence courses offered through USAFI which give the student either high school or college credit. The first of these is a direct USAFI course which is at a level equivalent to that usually offered in the first two years of high school study or the first year of college study. These courses cover fundamentals of the language with emphasis on the development of reading ability. Each course is divided into two parts, designated "I" and "II" and a USAFI Subject Standardized Test (end-of-course test) is available for each part.

The second type is offered through USAFI but administered directly by one of the participating colleges. Applications are reviewed by USAFI primarily for military eligibility and then forwarded to the appropriate college, which accepts or rejects on the basis of criteria established by the college. After the student's enrollment, all correspondence relating to the course should be handled directly with the college. Twenty-four months are allowed for the completion of a course provided that no 12 month period of lesson inactivity has intervened. If the serviceman is planning to take a course for school credit, he should, before enrolling, write to the school concerned to determine whether credit will be granted for the desired courses. The cost and courses may be found in Correspondence Courses Offered by Colleges and Universities Through the United States Armed Forces Institute NAVPERS 15819 (series).

5. Record Entries.

Insure that a report of changes to educational attainments is made in accordance with Chapter I, paragraph 3.f. of this Manual for officers and enlisted men who successfully complete any of the foreign language study programs.

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APPENDIX A

SUGGESTED MINIMUM STOCK LIST OF MATERIALS
FOR THE ADMINISTRATION OF AN EDUCATIONAL SERVICES PROGRAM

TYPE OF MATERIAL	SHORE STATIONS Number of Personnel			SHIPS Number of Personnel		
	200-500	500-1500	Over 1500	50-150	150-500	Over 500
Manual						
NAVPERS 15229 (series) - Educational Services Manual*1	1	1	1	1	1	1
Catalogs						
NAVPERS 15857 (series) - USAFI Catalog	1	3	5	1	3	5
RM 145 Standard Nomenclature List	1	1	2	1	1	2
NAVPERS 15819 (series) - Correspondence Courses Offered by Colleges and Universities through the United States Armed Forces Institute	1	1	1	1	1	1
CASE Publications						
Commission on Accreditation of Service Experiences of the American Council on Education:						
Bulletin #5	1	1	1	1	1	1
Bulletin #8	1	1	1	1	1	1
Bulletin #10	1	1	1	1	1	1
CASE Newsletters *2	1	1	1	1	1	1
A Guide to the Evaluation of Educational Experiences in the Armed Services: 1954 *3	1	1	1	1	1	1
Miscellaneous Publications						
RM 329 - VA Form 21E1990a, Mar 1966, Veterans Administration, Serviceman's Application for Program of Education	50	75	150	10	50	75
RM 240 - VA Form 21E-1999a, May 1966, Veterans Administration, Certificate of Availability	50	75	150	10	50	75
RM 241 - VA Pamphlet 23-66-1, May 1966, Veterans Administration, Summary of the Veterans Readjustment Benefits Act of 1966	50	75	150	10	50	75
DD 179 - Application for USAFI Test or Examination	50	75	150	10	50	75
DD 295 - Application for the Evaluation of Educational Experiences During Military Service	25	50	100	25	50	100
DD 305 - Application for Enrollment or USAFI Course Transfer	50	75	150	25	50	100
NAVPERS 2055 - Certificate of Satisfactory Course Completion *1	25	50	100	25	50	100

APPENDIX A—Continued

TYPE OF MATERIAL	SHORE STATIONS Number of Personnel			SHIPS Number of Personnel		
	200-500	500-1500	Over 1500	50-150	150-500	Over 500
NAVPERS 1560/1 - Educational Services Quarterly Report *1	25	25	25	25	25	25
USAFI Texts *4						
E 100 - Grammar in Action	2	10	10	2	5	5
E 104 - English Grammar and Composition: Complete Course	2	5	5	1	2	3
C 108 - Guide to Modern English	2	5	5	1	2	3
C 108.2 - Workbook	5	10	20	3	5	10
D 122 - Adventures in American Literature	1	2	5	1	2	5
C 150 - Review Arthmetic, Textbook I	5	10	20	2	5	5
C 150.02 - Review Arithmetic, Textbook II	5	10	10	2	5	5
C 150.2 - Review Arithmetic, Workbook	5	10	10	2	5	5
C 151 - Mathematics to Use	5	10	10	2	5	5
E 164 - Modern Algebra, Book 1	2	5	5	2	3	5
D 176 - A Course in Geometry, Plane and Solid	2	5	5	1	2	2
F 200 - The Making of Modern America	5	10	15	2	5	5
E 220 - Understanding our Government	5	10	15	2	5	5
D 290 - Modern Physics	2	3	5	2	3	3
D 300 - 20th Century Bookkeeping and Accounting	2	3	5	2	3	3
D 316 - Applied Business Law	1	2	2	1	1	2
C 326 - General Business for Everyday Living	2	5	10	2	3	3
E 331 - 20th Century Typewriting	2	5	10	2	5	5
D 435 - Plane Trigonometry, With Tables	1	2	3	1	2	2
E 485 - Psychology and Life	1	2	2	1	1	1
D 740 - Automotive Engines	2	5	5	2	3	3
D 740.3 - Automotive Fuel, Lubricating & Cooling Systems	2	5	5	2	3	3
D 741 - Automotive Transmissions and Power Trains	2	5	5	2	3	3
D 741.3 - Automotive Chassis and Body	2	5	5	2	3	3
D 742 - Automotive Electrical Equipment	2	5	5	2	3	3
C 781 - Basic Electricity	1	2	3	1	2	3
C 885 - Understanding Radio	1	2	2	1	1	1
B 890 - Elements of Radio Servicing, Vol. I	1	2	2	1	1	1

*1 These items should be requisitioned from Naval Supply Center Norfolk or Oakland on DD Form 1348. Normally, one copy is automatically distributed to each ship and shore station with each new edition. All other materials listed above should be requisitioned from USAFI Madison Wisconsin on DD Form 1348 or DD Form 1348-4.

*2 Distributed semi-annually, May and November, automatic distribution one to each ship and shore station.

*3 A revised edition is expected to be published in mid 1968.

*4 A study guide is available for most USAFI texts. The stock number of the study guide is the same as the number of the USAFI text, followed by .1. For example, the study guide issued with E 100, Grammar in Action, is E 100.1. In ordering, study guides should be listed separately by stock numbers. Order only what you need.

KIT OF MATERIALS FOR EDUCATION OFFICERS (RM 246)

A complete kit of materials, designed for commands desiring to establish an education office, is available from USAFI Madison. The complete kit, which carries the stock number RM 246, should be requisitioned on DD Form 1348. (Individual items may be ordered by stock number as listed.) The complete kit, RM 246, contains the following materials:

RM 106.8	USAFI Catalog, Thirteenth Edition
RM 145.15	USAFI Standard Nomenclature List (SNL), Revised 1 January 1967
RM 204.15	Correspondence Courses Offered by Colleges and Universities through the United States Armed Forces Institute, effective 1 July 1967 through 30 June 1968
RM 231	USAFI General Information Bulletin
RM 108.25	The Bulletin, Number 5 State Department of Education Policies for the Issuance of High School Certificates Based on GED Test Results and Granting of High School Credit for Military Educational Experiences, January 1966
RM 108.51	The Bulletin, Number 8 Granting Credit for Service School Training, January 1959
RM 108.93	The Bulletin, Number 10 Opportunities for Educational and Vocational Advancement: GED Testing Program, Comprehensive Testing Program, USAFI Courses and Tests, June 1965
RM 111.1	A Guide to the Evaluation of Educational Experiences in the Armed Services, 1954 Revision
RM 219.25	Newsletter Number 25, May 1966
RM 219.26	Newsletter Number 26, December 1966
RM 215.14	Education Director, Higher Education, Part 3, 1966-1967 U. S. Department of Health, Education, and Welfare, Office of Education
RM 205.3	Accredited Higher Institutions, 1964 Bulletin 1965, Number 1, Department of Health, Education and Welfare
RM 149.14	Official GED Centers, 1967 Edition
RM 245	College-Level Examination Program, Description and Uses 1967
TS 597	Examiner's Manual for Tests of General Educational Development
TS 098	Examiner's Manual for General Examinations
SA 997	Information on the USAFI Subject Standardized Test
DD Form 179	Application for USAFI Test (50 each)
RM 243	Pamphlet "To The USAFI Student" (10 each)
DD Form 209	Correspondence Course Lesson Sheet (50 each)
DD Form 295	Application for the Evaluation of Educational Experiences during Military Service (10 each)
DD Form 305	Application for Enrollment or USAFI Course Transfer (50 each)

APPENDIX A—Continued

KIT OF MATERIALS FOR EDUCATION OFFICERS (RM 246)

DD Form 1348	DOD Single Line Item Requisition System Document (Manual) 4 Part (25 each)
DD Form 1348-4	Multi-Use Standard Requisitioning/Issue System Document (25 each)
7530-J05-0166	Envelopes (25 each)
RM 238	VA Pamphlet 21-66-1, March 1966 Educational Assistance for Veterans and Inservice Personnel (10 each)
RM 239	VA Form 21E-1990a, March 1966 Veterans Administration, Serviceman's Application for Program of Education (100 each)
RM 240	VA Form 21E-1999a, May 1966 Veterans Administration, Certificate of Availability (50 each)
RM 241	VA Pamphlet 23-66-1, May 1966 Summary of the Veterans Readjustment Benefits Act of 1966 (10 each)
RM 242	Certification of Students Under Veterans Laws
RM 244	A Guide for Studying the USAFI Correspondence Course

APPENDIX B

NAVAL USAFI REGISTRATION SECTIONS (CURRENT YEAR)

First Naval District

U. S. Naval Station, Newport, R. I. 02844

Third Naval District

U. S. Naval Submarine Base New London, Groton, Conn. 06342

Fifth Naval District

U. S. Naval Training Center, Bainbridge, Md. 21905
U. S. Naval Air Station, Norfolk, Va. 23511
U. S. Naval Station, Norfolk, Va. 23511
U. S. Naval Air Station Oceana, Virginia Beach, Va. 23460

Sixth Naval District

U. S. Naval Air Station, Pensacola, Fla. 32508

Ninth Naval District

Naval Administrative Command, U. S. Naval Training Center, Great Lakes, Ill. 60088

Tenth Naval District

U. S. Naval Station, FPO, New York 09593

Eleventh Naval District

U. S. Naval Station, Long Beach, Calif. 90802
U. S. Naval Hospital, San Diego, Calif. 92134
U. S. Naval Station, San Diego, Calif. 92136
Naval Administrative Command, U. S. Naval Training Center, San Diego, Calif. 92133
U. S. Naval Amphibious Base, Coronado, San Diego, Calif. 92155

Thirteenth Naval District

U. S. Naval Hospital, Bremerton, Wash. 98314
Headquarters, Thirteenth Naval District, Seattle, Wash. 98115

Seventeenth Naval District

U. S. Naval Station, FPO Seattle 98790

Naval District Washington

U. S. Naval Station, Washington, D. C. 20390
U. S. Naval Dispensary, Navy Department, Washington, D. C. 20360

Ships

USS AFDM 5, FPO, San Francisco 96650
USS CONSTELLATION (CVA 64), FPO, San Francisco 96601
USS CORAL SEA (CVA 43), FPO, San Francisco, 96601
USS ENTERPRISE (CVA(N)65), FPO, San Francisco 96601
USS FORRESTAL (CVA 59), FPO, New York 09501
USS HANCOCK (CVA 19), FPO, San Francisco 96601
USS HORNET (CVS 12), FPO, San Francisco 96601
USS KEARSARGE (CVS 33), FPO, San Francisco 96601
USS KITTY HAWK (CVA 63), FPO, San Francisco 96601
USS ORISKANY (CVA 34), FPO, San Francisco 96601
USS FRANKLIN D. ROOSEVELT (CVA 42), FPO, New York 09501
USS SAINT PAUL (CA 73), FPO, San Francisco 96601
USS SARATOGA (CVA 60), FPO, New York 09501
USS TICONDEROGA (CVA 14), FPO, San Francisco 96601
USS WASP (CVS 18), FPO, New York 09501

Overseas Activities

U. S. Naval Station, FPO, New York 09551
U. S. Naval Station, FPO, New York 09597
Headquarters Support Activity, FPO, San Francisco 96662

APPENDIX C

ADMINISTRATION OF USAFI REGISTRATION SECTIONS

1. Purpose. To promulgate policies and procedures for the establishment, operation, and disestablishment of USAFI Registration Sections at naval activities (less Marine Corps activities).

2. Definition. A naval USAFI Registration Section is a subdivision of an Educational Services Center where a specific number of the USAFI correspondence courses most in demand are stocked to provide for immediate issue to enrollees and to those who desire to transfer from one USAFI course to another. This immediate service provides for preenrollment counseling and examination of course materials and helps enrollees get started while their interest is high. It is particularly desirable that naval activities in a position to serve personnel from ships maintain registration sections.

3. Establishment.

a. Each request for establishment of a naval USAFI Registration Section will be made by letter to the Chief of Naval Personnel (Pers-C43) and will contain the following:

(1) A statement of the reasons for establishment of a registration section.

(2) A statement of the potential number of personnel to be served on a continuing basis.

(3) A statement of the availability of suitable facilities for conducting registration activities and for stowing USAFI course materials.

(4) The name, rank, and service number of the officer who will operate the registration section.

(5) A statement that the present Educational Services staff can operate the registration section competently, or that additional personnel, if needed, are available to be trained.

b. Initial supplies. A requisition for the courses and other materials desired will accompany the letter of request. The requisition will be made on DD Form 1348-4, (Appendix F, page 35) and course materials will be listed by number of component parts as given in the USAFI Catalog. Initial supplies may be requested in the following quantities:

(1) As many as five (5) of twenty-five (25) different USAFI correspondence courses chosen by the activity on the basis of local popularity or anticipated need (maximum—125 courses).

(2) One each of as many as twenty-five (25) additional correspondence courses chosen on the same basis (maximum—25 courses).

(3) Two (2) copies of the USAFI Standard Nomenclature List.

(4) Ten (10) to fifty (50) copies of DD Form 305, Application for Enrollment or USAFI Course Transfer, (Appendix F, page 21) depending upon the number of personnel to be serviced.

4. Operational Procedures.

a. Increase or decrease in stock

(1) Authority to increase or decrease the stock of courses will be requested by letter to the Chief of Naval Personnel (Pers-C43). If an increase is desired, this letter should be accompanied by a DD Form 1348-4 listing the additional courses.

(2) On all requisitions for adjustments in registration section stocks, materials will be listed in accordance with the stock numbers and nomenclature prescribed in the USAFI Standard Nomenclature List.

b. Processing applications

(1) When the course requested by an applicant is in stock at the registration section, it will be issued to him, and the following items forwarded to USAFI Madison or the appropriate oversea USAFI:

(a) Completed DD Form 305

1. Check appropriate spaces to indicate whether or not course material is furnished and replacement course is requested.

2. Indicate in the appropriate space the identification number of the registration section as assigned by the servicing USAFI. All DD Forms 305 forwarded by naval USAFI Registration Sections, including those for courses not stocked by the Section, should contain this information.

(b) Postal money order or certified check for five dollars ($5.00) payable to the Treasurer of the United States (USAFI) if an enrollment fee is required.

(2) When the course selected by the applicant is not in stock at the registration section:

(a) Completed DD Form 305 and remittance, if necessary, will be forwarded to USAFI Madison or the appropriate oversea USAFI.

(b) "Materials Not Furnished" will be indicated in appropriate space of DD Form 305.

(3) When an applicant applies for a course to course transfer:

(a) His eligibility for transfer will be checked.

(b) Materials issued for the original course will be returned to the registration section and materials for the new course issued if available.

(c) Completed DD Form 305 will be forwarded to USAFI or the appropriate oversea USAFI.

(4) To ensure prompt and efficient handling at USAFI, application items should be stapled together and forwarded daily.

(5) If doubt exists concerning the eligibility of the applicant for enrollment or transfer or for enrollment without fee, application and remittance should be sent to the appropriate USAFI, which will clarify the situation and take necessary action. Remittances not required will be returned.

(6) Enrollment procedures are contained in the USAFI Catalog. Registration section personnel should check applications for accuracy and completeness. Particular attention should be given to:

(a) The complete military mailing address in the appropriate space. Do not abbreviate.

(b) The proper notation in the appropriate space concerning the furnishing of materials. See items 4b(1)(a) and 4b(2)(b) above.

(c) Adequate explanation in the proper spaces of the enrollee's qualifications for the course, particularly when college level courses are enrolled in by personnel who are not high school graduates.

c. Transfer of the Registration Section Officer. When the Registration Section Officer is relieved of his duty, the name, rank, and service number of his relief will be forwarded to the Chief of Naval Personnel, with an information copy to the appropriate USAFI.

5. Disestablishment.

a. Upon the Commanding Officer's request, with justification, the Chief of Naval Personnel will authorize disestablishment of the registration section. When disestablishment has been approved, the activity concerned will submit to the appropriate USAFI (copy to the Chief of Naval Personnel) an inventory of stock, with a request for disposition instructions.

b. The Chief of Naval Personnel can disestablish a registration section at any time.

6. Special Provisions.

a. Courses requiring specialized equipment not furnished by USAFI should not be issued unless the student indicates on the application that he has access to the required materials.

b. Disenrollment may be accomplished only at USAFI Madison or at the appropriate oversea USAFI.

7. Records. At each naval USAFI Registration Section there will be maintained a current record of all stocks on hand and applications processed.

APPENDIX D

NAVAL USAFI TESTING SECTIONS (CURRENT YEAR)

First Naval District

Headquarters, First Naval District, Boston, Mass. 02210
U. S. Naval Air Station, Brunswick, Me. 04011
U. S. Naval Hospital, Chelsea, Mass. 02150
U. S. Naval Hospital, Newport, R.I. 02840
U. S. Naval Station, Newport, R. I. 02840
U. S. Naval Disciplinary Command, Portsmouth, N. H. 03801
U. S. Naval Hospital, Portsmouth, N. H. 03801
U. S. Naval Air Station, Quonset Point, R. I. 02819

Third Naval District

U. S. Naval Station, Brooklyn, N. Y. 11251
U. S. Naval Submarine Base New London, Groton, Conn. 06342
Headquarters, Third Naval District, New York, N. Y. 10007
U. S. Naval Hospital, St. Albans, N. Y. 11425

Fourth Naval District

Headquarters, Fourth Naval District, Philadelphia, Pa. 19112
U. S. Naval Air Facility Johnsville, Warminster, Pa. 18974

Fifth Naval District

U. S. Naval Training Center, Bainbridge, Md. 21905
U. S. Naval Hospital, Camp Lejeune, N. C. 28542
U. S. Naval Air Station, Norfolk, Va. 23511
U. S. Naval Amphibious Base, Little Creek, Norfolk, Va. 23521
U. S. Naval Station, Norfolk, Va. 23511
U. S. Naval Hospital, Portsmouth, Va. 23708
Enlisted Training Service, U. S. Naval Hospital, Portsmouth, Va. 23708
U. S. Naval Air Station Oceana, Virginia Beach, Va. 23460

Sixth Naval District

U. S. Naval Hospital, Charleston, S. C. 29408
U. S. Naval Weapons Station, Charleston, S. C. 29408
U. S. Naval Station, Charleston, S. C. 29408
U. S. Naval Air Station, Jacksonville, Fla. 32212
U. S. Naval Air Technical Training Center, Jacksonville, Fla. 32213
Fleet Sonar School, Key West, Fla. 33040
U. S. Naval Air Station, Memphis, Tenn. 38115
U. S. Naval Hospital, Memphis, Tenn. 38115
U. S. Naval Air Station, Pensacola, Fla. 32508
U. S. Naval Air Station, Sanford, Fla. 32771
U. S. Naval Hospital, Naval Aerospace Medical Center, Pensacola, Fla. 32512

Eighth Naval District

U. S. Naval Auxiliary Air Station, Chase Field, Beeville, Tex. 78102
Training Squadron 26, Naval Auxiliary Air Station, Chase Field, Beeville, Tex. 78102
U. S. Naval Air Station, Corpus Christi, Tex. 78149
Headquarters Support Activity, New Orleans, La. 70140

Ninth Naval District

U. S. Naval Hospital, Great Lakes, Ill. 60088
Naval Administrative Command, U. S. Naval Training Center, Great Lakes, Ill. 60088

Tenth Naval District

Headquarters, Tenth Naval District, FPO N. Y. 09550
U. S. Naval Station, FPO New York 09551
U. S. Naval Station, FPO New York 09593

Eleventh Naval District

U. S. Naval Hospital, Camp Pendleton, Calif. 92055
U. S. Naval Air Facility, El Centro, Calif. 92244
U. S. Naval Station, Long Beach, Calif. 90802
U. S. Naval Air Facility, Phoenix, Ariz. 85001
U. S. Naval Air Station, Point Mugu, Calif. 93401
U. S. Naval Construction Battalion Center, Port Hueneme, Calif. 93401
U. S. Naval Amphibious Base, Coronado, San Diego, Calif. 92155
U. S. Naval Air Station, North Island, San Diego, Calif. 92135
Naval Administrative Command, U. S. Naval Training Center, San Diego, Calif. 92133
U. S. Naval Hospital, San Diego, Calif. 92134
U. S. Naval Station, San Diego, Calif. 92136
Headquarters, Eleventh Naval District, San Diego, Calif. 92130
U. S. Fleet Anti-Submarine Warfare School, San Diego, Calif. 92147

Twelfth Naval District

U. S. Naval Air Station, Alameda, Calif. 94501
U. S. Naval Weapons Station, Concord, Calif. 94520
U. S. Naval Air Station, Lemoore, Calif. 93245
U. S. Naval Air Station, Moffett Field, Calif. 94035
U. S. Naval Auxiliary Landing Field, Monterey, Calif. 93940
U. S. Naval Hospital, Oakland, Calif. 94627
Headquarters, Twelfth Naval District, San Francisco, Calif. 94130
U. S. Naval Schools Command, Treasure Island, San Francisco, Calif. 94130
U. S. Naval Schools Command, Mare Island, Vallejo, Calif. 94592
Enlisted Personnel, San Francisco Bay Naval Shipyard, Vallejo, Calif. 94592
Commander Mare Island Group, Pacific Reserve Fleet, San Francisco Bay Naval Shipyard, Vallejo, Calif. 94592

Thirteenth Naval District

U. S. Naval Hospital, Bremerton, Wash. 98314
Headquarters, Thirteenth Naval District, Seattle, Wash. 98115

Fourteenth Naval District

U. S. Naval Submarine Base, FPO San Francisco 96610
U. S. Naval Air Station, FPO San Francisco 96611

Seventeenth Naval District

U. S. Naval Station, FPO Seattle 98790
U. S. Naval Station, FPO Seattle 98791

Naval District Washington

U. S. Naval Air Facility, Washington, D. C. 20390
U. S. Naval Station, Annapolis, Md. 21402
National Naval Medical Center, Bethesda, Md. 20014
U. S. Naval Air Station, Patuxent River, Md. 20670
U. S. Naval Station, Washington, D. C. 20390

Ships

USS AMERICA (CVA 66), FPO New York 09501
USS BENNER (DD 807), FPO San Francisco 96601
USS BENNINGTON (CVS 20), FPO San Francisco 96601
USS BON HOMME RICHARD (CVA 31), FPO San Francisco 96601
USS BOXER (LPH 4), FPO New York 09501
USS CANBERRA (CAG 2), FPO San Francisco 96601
USS COLUMBUS (CG 12), FPO New York 09501
USS CANOPUS (AS 34), FPO New York 09501
USS CONSTELLATION (CVA 64), FPO San Francisco 96601
USS CORAL SEA (CVA 43), FPO San Francisco 96601
USS ENTERPRISE (CVA(N) 65), FPO San Francisco 96601
USS ESSEX (CVS 9), FPO New York 09501
USS FORRESTAL (CVA 59), FPO New York 09501
USS HANCOCK (CVA 19), FPO San Francisco 96601
USS HORNET (CVS 12), FPO San Francisco 96601
USS HUNLEY (AS 31), FPO New York 09501
USS INDEPENDENCE (CVA 62), FPO New York 09501
USS INTREPID (CVS 11), FPO New York 09501
USS JASON (AR8), FPO San Francisco 96601
USS KEARSARGE (CVS 33), FPO, San Francisco 96601
USS KITTY HAWK (CVS 63), FPO San Francisco 96601
USS JAMES E. KYES (DD 787), FPO San Francisco 96601
USS KLONDIKE (AR 22), FPO San Francisco 96601
USS LEXINGTON (CVS 16), FPO New York 09501
USS LITTLE ROCK (CLG 4), FPO New York 09501
USS LONG BEACH (CG(N) 9), FPO San Francisco 96601
USS MARKAB (AR 23), FPO San Francisco 96601
USS NORTHAMPTON (CC 1), FPO New York 09501
USS OKLAHOMA CITY (CLG 5), FPO San Francisco 96601
USS ORISKANY (CVA 34), FPO San Francisco 96601
USS PREBLE (DLG 15), FPO San Francisco 96601
USS PRINCETON (LPH 5), FPO San Francisco 96601
USS PROVIDENCE (CLG 6), FPO San Francisco 96601
USS FRANKLIN D. ROOSEVELT (CVA 42), FPO New York 09501

Ships—Continued

USS SHANGRI LA (CVA 38), FPO New York 09501
USS SARATOGA (CVA 60), FPO New York 09501
USS SIMON LAKE (AS 33), FPO New York 09501
USS SYLVANIA (AFS 2), FPO New York 09501
USS TICONDEROGA (CVA 14), FPO San Francisco 96601
USS TOPEKA (CLG 8), FPO San Francisco 96601
USS TOWERS (DDG 9), FPO San Francisco 96601
USS HENRY W. TUCKER (DD 875), FPO San Francisco 96601
USS VALLEY FORGE (LPH 8), FPO San Francisco 96601
USS WASP (CVS 18), FPO New York 09501
USS YORKTOWN (CVS 10), FPO San Francisco 96601
USS RANDOLPH (CVS 15), FPO New York 09501
USS WRIGHT (CC 2), FPO New York 09501

Overseas Activities

U. S. Naval Station, FPO, New York 09551
Atlantic Undersea Test and Evaluation Center, FPO, New York 09559
U. S. Naval Station, FPO, New York 09571
U. S. Naval Station, FPO, New York 09597
Headquarters Support Activity, APO San Francisco 96263
U. S. Naval Station, FPO, San Francisco 96630
U. S. Naval Air Station, FPO, San Francisco 96637
U. S. Naval Station, FPO, San Francisco 96650
U. S. Naval Station, FPO, San Francisco 96652
U. S. Naval Communication Station, FPO, San Francisco 96656
Headquarters Support Activity, FPO, San Francisco 96662
Commander Fleet Activities, FPO, San Francisco 96666
U. S. Naval Air Station, FPO, San Francisco 96667
U. S. Naval Security Group Activity, FPO, San Francisco 96668
U. S. Naval Advisory Group Detachment, FPO, San Francisco 96669
U. S. Naval Support Activity, FPO, San Francisco 96695

APPENDIX E

TUITION AID ALLOTMENT HOLDERS (MAILING LIST)

COMONE	Commandant, 1st Naval District, 495 Summer Street Boston, Massachusetts 02110
COMTHREE	Commandant, 3rd Naval District, 90 Church Street New York, New York 10007
COMFOUR	Commandant, 4th Naval District Philadelphia, Pennsylvania 19112
COMFIVE	Commandant, 5th Naval District Norfolk, Virginia 23511
COMSIX	Commandant, 6th Naval District, Naval Base Charleston, South Carolina, 29408
COMEIGHT	Commandant, 8th Naval District New Orleans, Louisiana 70140
COMNINE	Commandant, 9th Naval District, Building 1 Great Lakes, Illinois 60088
COMTEN	Commandant, 10th Naval District FPO New York 09550
COMELEVEN	Commandant, 11th Naval District San Diego, California 92130
COMTWELVE	Commandant, 12th Naval District, Federal Office Building, 50 Fulton Street San Francisco, California 94102
COMTHIRTEEN	Commandant, 13th Naval District Seattle, Washington 98115
COMFOURTEEN	Commandant, 14th Naval District, Box 110 FPO San Francisco 96610
COMFIFTEEN	Commandant, 15th Naval District FPO New York 09580
COMSEVENTEEN	Commandant, 17th Naval District FPO Seattle 98790
COM NDW DC	Commandant, Naval District Washington, D. C. Washington, Navy Yard, Washington, D. C. 20390
COMNAVFORJAPAN	Commander, U. S. Naval Forces, Japan FPO San Francisco 96662

CINCUSNAVEUR	Commander in Chief, U. S. Naval Forces, Europe FPO New York 09501
COMNAVMARIANAS	Commander U. S. Naval Forces, Marianas FPO San Francisco 96601
PRES NAVWARCOL NPT	President, Naval War College Newport, Rhode Island 02844
SUPT USNA ANNA	Superintendent, Naval Academy Annapolis, Maryland 21402
CO HEDSUPPACT SAIGON	Commanding Officer, Headquarters Support Activity APO San Francisco 96243
CO NAVSTA ARGENTIA	Commanding Officer, U. S. Naval Station FPO New York 09597
CO NAVSTA GTMO	Commanding Officer, U. S. Naval Station, Box 25 FPO New York 09593
CO NAVSTA KEFLAVIK	Commanding Officer, U. S. Naval Station FPO New York 09571

APPENDIX F

FORMS AND SAMPLE LETTERS

267-123 O - 67 - 4

EDUCATIONAL SERVICES QUESTIONNAIRE

NAME _____ RANK or RATE: _____

UNIT: _____

1. If you would be interested in attending voluntary classes while attached to this station, please check the subject(s) you would most like to study:

ART:
____ Freehand Drawing
____ Commercial Art
AVIATION:
____ General Aeronautics
____ Aircraft Engines
BUSINESS:
____ Typewriting
____ Shorthand
____ Bookkeeping & Accounting
____ Business Law
ELECTRICITY:
____ Electricity for Beginners
____ Electric Wiring
ENGLISH AND SPEECH:
____ English Composition
____ Public Speaking
FOREIGN LANGUAGE:
(Name language)
JOURNALISM:
____ News Reporting
MATHEMATICS:
____ Review Arithmetic
____ Basic Mathematics
____ Algebra
____ Plane Geometry
____ Trigonometry

MECHANICS AND ENGINEERING:
____ Auto Mechanics
____ Principles of Diesel Engines
____ Air Conditioning, Heating & Ventilating
____ Refrigeration
____ Mechanical Drawing
____ Blueprint Reading
RADIO AND TELEVISION:
____ Radio for Beginners
____ Radio Servicing
____ Television
SCIENCE:
____ Biology
____ Chemistry
____ Physics
____ (Other) _____
SOCIAL STUDIES:
____ American History
____ American Government (Civics)
____ Personal Economic Problems
OTHER: (indicate subject)
_____
_____
_____
_____
_____

2. Number of years of education completed: _____

3. Degrees obtained: _____

4. Correspondence courses taken: _____
_____
_____

5. Would you like to teach one of the above subjects? _____

6. Would you like to enroll for a correspondence course? _____ Subject _____

7. Would you like to borrow self-teaching textbooks for your own use? _____
Subject(s) _____

8. Do you need assistance in getting high school credit for your Navy training? _____

REMARKS:

EDUCATIONAL COUNSELING RECORD
NAVPERS-2484 (Rev. 11/56)

DATE

NAME (Last) (First) (Middle)			DATE OF BIRTH	SEX
ACTIVITY	DIVISION	MAIL ADDRESS		
RATE OR RANK	SERVICE NUMBER	PERMANENT HOME ADDRESS		
NAME AND ADDRESS OF LAST SCHOOL ATTENDED			GRADE COMPLETED	
PRINCIPAL OCCUPATION PRIOR TO ENTERING SERVICE		INTERESTS AND HOBBIES		

EDUCATIONAL GOALS *(Background for present billet, promotion or advancement, high school diploma, college degree, etc.)*

INTERVIEWS AND RESULTING ACTION

(Date)	*(Tests taken, courses completed, progress on corres. courses, accreditation action, etc.)*

This form may be ordered through the COG I segment of the Navy supply system.

GENERAL INFORMATION TO APPLICANTS FOR EDUCATIONAL ASSISTANCE UNDER THE PROVISIONS OF CHAPTER 34, TITLE 38, U. S. CODE

IMPORTANT: Read these two pages very carefully, detach and keep this sheet for future reference.

USE VA FORM 21E-1990 IF NOT ON ACTIVE DUTY

1. ELIGIBILITY FOR EDUCATIONAL ASSISTANCE (if your military assignments permit.)

You must have served on active duty for at least two years, or,

If you had prior service you may establish eligibility if you meet all of the following requirements;

a. Discharge or release from duty under conditions other than dishonorable;

b. Active duty of more than 180 days, any part of which occurred after January 31, 1955, or if less than 181 days, the discharge after January 31, 1955, was for a service connected disability.

2. LENGTH OF EDUCATION - You will be entitled to one month of educational benefits for each month or fraction of a month of creditable active duty after January 31, 1955. The maximum period of entitlement, when added to the educational or vocational assistance, if any, you received under any other laws administered by the VA, may not exceed 36 months. However, if you are in training on your termination date, you may complete the quarter or semester, or, if such a system is not used, and, a major portion of the course is completed the ending date of entitlement will be extended to the end of the course or twelve weeks, whichever is less.

3. DEADLINES - You must complete your program within eight years after your last discharge.

4. VOCATIONAL AND EDUCATIONAL COUNSELING - Counseling to assist you in your educational and vocational planning, including your selection of a program of education, is available from the VA if you wish it. You may request counseling by applying to the VA Regional Office in the area in which you are stationed. Counseling is provided without charge, but any necessary travel will be at your expense. (NOTE: Counseling is not available in foreign countries except in the Republic of the Philippines.)

5. SELECTION OF A PROGRAM - The purpose of this law is to help you reach a definite identified goal. Your goal may be purely educational, such as obtaining a college degree; professional, such as becoming a lawyer; or vocational, such as becoming a barber or air conditioning serviceman.

Within certain limits, you may choose any approved program of education you need to reach the educational, professional, or vocational goal you have in mind.

You may select almost any school, so long as the school offering the approved course will accept and retain you as a student.

You should give very careful consideration to your choice of an educational program especially since, as explained in Item 6 below, not more than two changes of program may be approved under the law.

Paragraph 2, of "Instructions for completing application," will help you to give the VA full information about your program.

6. CHANGE OF PROGRAM - A change of program is a change in the educational, professional, or vocational objective for which you originally applied, with corresponding changes in the type of courses and training which may be required to attain the new objective. The law permits you to make one change of program, unless your initial program was interrupted or discontinued because of unsatisfactory conduct or progress, in which case counseling will be required to determine if further education and the requested change may be approved. Approval will be given if the counselor finds that the new program is in keeping with your aptitudes, abilities and interests and it is reasonable to believe that you will be successful in its pursuit.

If you desire to make a second change of program, counseling is required, and the change may be approved if the new program is determined to be in keeping with your aptitudes, interests, and abilities.

If you desire to change your program you must submit a request for approval on VA Form 21E-1995. Only in cases of required counseling, will travel costs be paid by the VA.

7. CHANGE OF SCHOOL - The law places no restrictions upon a change of school for pursuit of the same course or program. However, you must apply on VA Form 21E-1995 for VA approval of the change before you transfer to the new school.

8. DUPLICATION OF BENEFITS - Prohibited. - No allowances may be paid for schooling under Chapter 34 if you are also enrolled in and are pursuing a program of education or course paid for by the United States under any other law where payment would constitute a duplication of benefits paid from the Federal Treasury.

Should you receive or expect to receive other Federal assistance, please furnish full details so that the VA can inform you of your rights.

9. EDUCATIONAL ASSISTANCE - Allowances. - The law grants you an allowance to help you meet in part the cost of your tuition, fees, books, supplies and equipment and other educational costs. Payments will be computed at the rate of the established charges for tuition and fees, or at the rate of $100 per month for a full time course, whichever is less.

INSTRUCTIONS FOR COMPLETING APPLICATION

1. GENERAL

   a. Answer all questions completely or make an entry, such as "NA" to show that the question is not applicable in your case. If additional space is required, attach separate sheet and key answers to item numbers.

   b. Be sure to obtain the signature of your Commanding Officer or his designee to the Certification of service in Item 12B. Action on your application may not be completed without it.

   c. You should return this application to your base Education Officer or the VA Regional Office serving the area in which you are located.

2. ITEMS 21 THROUGH 25

   a. BEGINNING DATE OF EDUCATION (Item 21)

   If you are not sure of the date on which you expect to start your education under this law, enter either the probable date or "do not know", as appropriate.

   b. OBJECTIVE AND PROGRAM

   (1) In Item 22 show the final educational, professional, or vocational goal or objective for which you expect to qualify. This means the goal you expect to reach by completing your educational program. Your goal or objective may be stated in terms of a profession, a trade, or a vocation, or in terms of an educational goal such as a college degree. If your goal is educational, you should list as your objective the highest degree you wish to receive, such as a Bachelor's Degree, Master's Degree, Ph.D. Degree.

   (2) In Item 23 describe your complete program as follows:

   COLLEGE OR UNIVERSITY PROGRAM -

   State the curriculum or curricula which you want to take, such as Bachelor of Science, Bachelor of Arts, Master of Arts, etcetera. If you do not plan to take a degree or certificate course, list all the specific subjects prescribed by the school to attain your stated objective. If more than one degree is required to reach the goal listed in Item 22, name each curriculum required.

   EDUCATIONAL PROGRAM IN OTHER SCHOOLS (such as business school, vocational school, or any other school) -

   List the course or courses you plan to take by the exact names as given in the school literature.

   A PROGRAM IN A SCHOOL LEADING TO A VOCATIONAL OBJECTIVE -

   List your program in terms of your employment objective.

   c. EXAMPLES OF OBJECTIVE AND PROGRAM DESCRIPTIONS -

   (1) Objective-ACCOUNTANT, GENERAL-in Item 22; Junior Accounting Course, in Item 23.

   (2) Objective-BACCALAUREATE DEGREE-in Item 22; Baccalaureate Degree, in Item 23.

   (3) Objective-MACHINIST-in Item 22; Machinist Course, in Item 23.

   d. PROGRAMS WHICH MAY NOT BE APPROVED

   (1) You should not apply for a program leading to an objective for which you are qualified. The law provides that the VA shall not approve an application for an educational, professional, or vocational objective when the veteran is already qualified for such an objective by reason of previous education and training. A program leading to an objective above the one for which the veteran is already qualified may be approved. For example, a veteran who now has a bachelor's degree may be approved for a graduate program.

   (2) The law also prohibits the approval of a program for avocational or recreational purposes.

   (3) Courses in bartending, dancing, or personality development are prohibited and cannot be approved under any conditions.

IF YOU ARE ENTITLED TO EDUCATION BENEFITS, A CERTIFICATE OF ELIGIBILITY WILL BE ISSUED SOON.

Form Approved
Budget Bureau No. 76-R544

FOR VA USE ONLY

VETERANS ADMINISTRATION

SERVICEMAN'S APPLICATION FOR PROGRAM OF EDUCATION

(Under Chapter 34, Title 38, United States Code)

1. VA FILE NUMBER *(If known)*
C-

IMPORTANT - Before completing this form read the instructions. Type or print answers in ink.

2. FIRST NAME - MIDDLE NAME - LAST NAME OF APPLICANT

3A. CURRENT MAILING ADDRESS

3B. ZIP CODE

4. SOCIAL SECURITY NUMBER

5. SEX ☐ MALE ☐ FEMALE

6. DATE OF BIRTH *(Month, day, year)*

7. VA BENEFITS PREVIOUSLY APPLIED FOR

A. ☐ NONE
B. ☐ HOSPITALIZATION OR MEDICAL CARE
C. ☐ WAIVER OF NSLI PREMIUMS
D. ☐ DISABILITY COMPENSATION OR PENSION
E. EDUCATION OR TRAINING BASED ON SERVICE IN: ☐ WWII ☐ KOREAN CONFLICT
F. ☐ WAR ORPHANS EDUCATIONAL ASSISTANCE
G. ☐ DENTAL OR OUTPATIENT TREATMENT
H. ☐ OTHER *(Specify)*

7I. VA OFFICE HAVING YOUR RECORDS *(If known)*

8. SERVICE INFORMATION

Enter the following information for each period of active duty. Show all active service terminating after January 31, 1955, entering the CURRENT period on the FIRST line. IMPORTANT: The certification in Item 11 must be completed by your Commanding Officer to permit processing of your application.

VA USE ONLY	DATE ENTERED ACTIVE DUTY (A)	DATE SEPARATED FROM ACTIVE DUTY (B)	TYPE OF SEPARATION OR DISCHARGE (C)	SERVICE NUMBER *(Prefix and suffix)* (D)	BRANCH OF SERVICE (E)	GRADE OR RANK (F)
		STILL ON ACTIVE DUTY		CURRENT		
BR						
ASC						

EDUCATION OR TRAINING RECEIVED WHILE ON ACTIVE DUTY

9A. IF YOU ATTENDED ONE OF THE SERVICE ACADEMIES, CHECK APPROPRIATE BOX

☐ USMA - WEST POINT ☐ USNA - ANNAPOLIS ☐ USCGA - NEW LONDON ☐ USAFA - COLORADO SPRINGS

9B. DATES ATTENDED *(Month, day, year)*

FROM	TO

10. LIST THE COURSES TAKEN, IF ANY, IN OTHER SERVICE SCHOOLS WHILE ON ACTIVE DUTY

NAME AND ADDRESS OF SCHOOLS (A)	DATES ATTENDED (B) FROM	DATES ATTENDED (C) TO	DESCRIPTION OF SUBJECTS COVERED (D)	QUALIFICATION OR RATING ATTAINED AT END OF TRAINING (E)

11. COMMANDING OFFICER'S CERTIFICATION OF SERVICE

I CERTIFY THAT the records of the above named serviceman, who is under my command, verify the accuracy and completeness of the service and type of discharge or separation shown in Items 8A through 8F, and the entries in Items 9A through 10E, except (If no exceptions, write "NONE")

AND, that of the active duty shown above, the following period(s) reflect:

a. Fulltime assignment by a service department to a civilian school for a course of education substantially the same as established courses for civilians;
b. Time served under the provisions of Title 10 U. S. C., Section 511(d) (Reserve or National Guard active duty for training.)
c. Non-creditable time. (Time lost because of industrial or agricultural furlough, under arrest without acquittal, AWOL, desertion, undergoing sentence of courtmartial, etc.)

FROM *(Month, day, year)*	TO *(Month, day, year)*	SPECIFY WHETHER SCHOOLING, RESERVE OR TIME LOST *(If none, write "NONE")*

12A. DATE	12B. SIGNATURE OF COMMANDING OFFICER OR DESIGNEE

FOR VA USE ONLY ▶ STATE ▶ ED. LEVEL ▶ 23 - 22 ▶ COUNS. ▶

VA FORM MAR 1966 **21E-1990a**

13. PREVIOUS EDUCATION AND TRAINING UNDER LAWS ADMINISTERED BY THE VETERANS ADMINISTRATION

NOTE - If you checked Item 7E or 7F, please furnish the following information.

DATES ATTENDED (A) FROM	DATES ATTENDED (B) TO	PUBLIC LAW (If known) (C)	NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (D)

14. CIVILIAN EDUCATION *(Do not include education received under Items 9A, 10 and 13 above.)*

TYPE OF SCHOOL (A)	EDUCATION COMPLETED (B)	DATES ATTENDED (C) FROM	DATES ATTENDED (D) TO	NAME OR DESCRIPTION OF COURSE (E)	NAME AND ADDRESS OF SCHOOL (F)
ELEMENTARY	YEARS				
HIGH SCHOOL	YEARS				
COLLEGE	NO. OF HOURS SEM. / QTR.				
VOCATIONAL OR TRADE SCHOOL	YEARS				
CORRESPONDENCE OR OTHER *(Specify)*					

15. IF YOU DID NOT GRADUATE FROM HIGH SCHOOL DO YOU HAVE A HIGH SCHOOL EQUIVALENCY DIPLOMA OR CERTIFICATE?

☐ YES ☐ NO

16. WHAT COLLEGE DEGREES HAVE YOU BEEN AWARDED?

17A. HAVE YOU EVER HELD A LICENSE TO PRACTICE A PROFESSION OR JOURNEYMAN RATING TO WORK AT A TRADE? *(Examples: Electrician, Radio Operator, Teacher, Lawyer, CPA, Bricklayer, Carpenter, etc.)*

☐ YES ☐ NO *(If "Yes", complete Items 17B and 17C)*

17B. NAME OF LICENSE OR JOURNEYMAN RATING

17C. STATE IN WHICH HELD

18A. HAVE YOU EVER HAD APPRENTICE TRAINING OR OTHER CIVILIAN ON THE JOB TRAINING FOR A TRADE OR OCCUPATION?

☐ YES ☐ NO *(If "Yes", complete Items 18B and 18C)*

18B. NAME OF OCCUPATION OR TRADE

18C. DATES OF SUCH TRAINING

(DO NOT WRITE IN THIS SPACE) (VA DATE STAMP)

EMPLOYMENT EXPERIENCE

19A. PRINCIPAL OCCUPATION BEFORE ENTERING SERVICE

19B. NUMBER OF MONTHS EMPLOYED IN THIS OCCUPATION

20A. DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS FROM ANY OTHER AGENCY OF THE FEDERAL GOVERNMENT DURING THIS NEW PERIOD OF EDUCATION *(Do not include Federal Educational loans)*

☐ YES ☐ NO *(If "Yes", complete Item 20B)*

20B. NATURE AND EXTENT OF OTHER FEDERAL BENEFITS

PROGRAM OF EDUCATION APPLIED FOR *(CAUTION - Read instructions carefully before completing the following.)*

21. DATE YOU PLAN TO START YOUR EDUCATION OR TRAINING UNDER THIS LAW

22. WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? *(See Item 2b(1) of Instructions)*

23. DESCRIBE THE PROGRAM YOU PLAN TO TAKE *(See Item 2b(2) of Instructions)*

24. METHOD OF EDUCATION
☐ SCHOOL ATTENDANCE ☐ CORRESPONDENCE COURSE

25. NAME AND ADDRESS OF SCHOOL

I HEREBY CERTIFY that all statements made herein are true and complete to the best of my knowledge and belief, and I herewith apply for a program of education under Chapter 34, Title 38, United States Code.

26. DATE SIGNED

27. SIGNATURE OF APPLICANT *(Do not print)*
SIGN HERE IN INK ▶

PENALTY - Willful false statements as to a material fact in a claim for education is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

* GPO : 1986 O - 212-827

VETERANS ADMINISTRATION

Certificate of Eligibility

FILE NUMBER

C-

This is to certify that

is entitled to enroll in and pursue the program of education or training shown below under Chapter , Title 38, U.S. Code, for a period not to exceed the entitlement shown.

☐ As a serviceman continuing on active duty, you have a potential entitlement to a maximum of 36 months of education under this certificate less VA education previously furnished you.

☐ As a veteran, your credited entitlement based on length of creditable service is months if used prior to . (The law does not permit payment for education after this date.)

☐ As a son or daughter of a veteran, you have a maximum entitlement credit of months if used prior to

TYPE OF CERTIFICATE:	APPROVED COURSES
FINAL OBJECTIVE:	
NAME AND ADDRESS OF SCHOOL	

LIMITATIONS:

A. Education or training must be discontinued if student fails to maintain satisfactory conduct or progress.
B. Appropriate credit must be allowed for previous education and training.
C. Other:

SAMPLE

IMPORTANT - This Certificate of Eligibility is furnished to the student in duplicate. Both copies must be given to the school or establishment at the time of enrollment in the approved program of education or training for completion of the Enrollment Certification on the reverse side. One copy must be forwarded to the VA office of jurisdiction. The other copy may be retained for the school records. Benefits cannot be authorized until the completed Enrollment Certification is received in the VA.

NOTICE - The attached instruction sheet furnishes important information. Read it carefully and keep it for future reference.

Form Approved
Budget Bureau No. 76-R327.5

VETERANS ADMINISTRATION

ENROLLMENT CERTIFICATION

(Under Chapter 34 or 35, Title 38, United States Code)

IMPORTANT: This form is to be completed and forwarded PROMPTLY to the Veterans Administration at the time the student enrolls. PROMPT submission will enable the VA to initiate action in connection with the payment of the educational assistance allowance. It will be used to certify the student's enrollment in the program of education approved by the VA. TYPE OR PRINT all entries in INK. If additional space is required, attach separate sheets and key answers to item numbers.

SECTION A - TO BE COMPLETED BY SCHOOL IN EVERY CASE

1. STUDENT'S CURRENT ADDRESS *(Number and street or rural route, city or P.O., State and Zip Code. If serviceman on active duty, furnish your complete military address.)*

2. DATE STUDENT STARTED THIS SESSION

4. CREDIT ALLOWED FOR STUDENT'S PREVIOUS EDUCATION AND TRAINING *(Indicate credit hours where appropriate. For other courses, indicate extent training period shortened because of previous training. If none, state "NONE.")*

3. NAME OF COURSE OR CURRICULUM STUDENT IS CURRENTLY ENROLLED IN *(Example: A.B., Liberal Arts, B.S., Engineering, Pre-law, Radio-TV servicing, stenographic etc.,)*

SECTION B - TO BE COMPLETED BY SCHOOL FOR ALL COURSES EXCEPT CORRESPONDENCE COURSES

5. PERIOD OF INSTRUCTION FOR WHICH CERTIFICATION IS BEING MADE

☐ SCHOOL YEAR ☐ SEMESTER ☐ QUARTER ☐ SUMMER SESSION

☐ DURATION OF COURSE ☐ OTHER *(Specify)*

EFFECTIVE DATES FOR PERIOD OF INSTRUCTION SHOWN IN ITEM 5

6A. BEGINNING

6B. ENDING

SECTION C - TO BE COMPLETED AS APPLICABLE FOR ALL COURSES EXCEPT COOPERATIVE AND CORRESPONDENCE COURSES

7A. EXACT NUMBER OF CREDIT HOURS FOR WHICH CREDIT MAY BE GRANTED

7B. CREDIT HR. EQUIV. OF NON-CREDIT DEFICIENCY COURSES

CHARGES FOR PERIOD OF INSTRUCTION SHOWN IN ITEMS 6A AND 6B *(Complete Items 8A and 8B only when course is less than 1/2 time or in-service student) (Chapter 34 only)*

8A. TUITION

8B. FEES

7C. NUMBER OF STANDARD CLASS SESSIONS PER WEEK *(Complete for accelerated semester, term, quarter or summer session only)*

10. COURSES NOT LEADING TO STANDARD COLLEGE DEGREE *(Check days of attendance if other than - 5 days per week and regularly scheduled)*

☐ M ☐ TU ☐ W ☐ TH ☐ F ☐ S

9. TRAINING TIME *(Check if graduate or advanced professional sessions)*

☐ FULL TIME ☐ 3/4 ☐ 1/2 ☐ LESS THAN 1/2 *(Chap. 34 only)*

10B. CLOCK HOURS OF ATTENDANCE PER DAY HRS.

10C. NUMBER OF DAYS PER WEEK DAYS

SECTION D - COOPERATIVE COURSES

ONE COMPLETE CYCLE OF COOPERATIVE COURSE *(In calendar weeks)*

CLASSROOM INSTRUCTION

11E. NUMBER OF HOURS EMPLOYED PER WEEK IN TRAINING ON-JOB

11A. CLASSROOM INSTRUCTION	11B. TRAINING ON-JOB	11C. SEMESTER HOUR CREDIT	11D. CLOCK HOURS ATTENDANCE PER WEEK

SECTION E - CORRESPONDENCE COURSES *(Chapter 34 ONLY)*

12A. NUMBER OF LESSONS FOR WHICH VETERAN ENROLLED	12B. CHARGES PER LESSON

SECTION F - TO BE COMPLETED BY ALL SCHOOLS IN EVERY CASE

IT IS HEREBY CERTIFIED:

(1) That the student commenced training at this approved educational institution on the date indicated and in accordance with the facts shown above;

(2) That the enrollment of this student does not exceed the limit (if any) established by the State Approving Agency for enrollment in this course at any one time;

(3) That, if the course named above is a nonaccredited course below the college level offered by a proprietary profit or proprietary nonprofit educational institution, on the date indicated in Item 2 not more than 85% of the students now enrolled in the course for which enrollment certifications have been submitted to the Veterans Administration, including this student, are having all or any part of their tuition, fees, or other charges paid to or for them by the educational institution or the Veterans Administration under Chapters 31, 34 or 35, Title 38, United States Code; and

(4) That this educational institution agrees to report promptly to the Veterans Administration any interruption, termination of training or changes in training which affect his educational assistance allowance and whether changes were due to unsatisfactory conduct or progress.

13. DATE SIGNED	14. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL	15. NAME AND ADDRESS OF SCHOOL

CAUTION - Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

SAMPLE

Form Approved
Budget Bureau No. 76-R545

VETERANS ADMINISTRATION

CERTIFICATE OF AVAILABILITY

(Under Chapter 34, Title 38, United States Code)

1. LAST NAME - FIRST NAME - MIDDLE INITIAL OF SERVICEMAN	2. VA FILE NUMBER C-

IMPORTANT - This form is to be completed by the Commanding Officer or his Designee and furnished to the school at the time the in-service student enrolls. The school will return it to the VA with the Enrollment Certification.

3. NAME OF COURSE		5. NAME OF SCHOOL
4A. BEGINNING DATE	4B. ENDING DATE	

IT IS HEREBY CERTIFIED that to the best of my knowledge the above named serviceman will be available to pursue the program of education approved by the Veterans Administration for the period for which he enrolled.

6. SIGNATURE OF COMMANDING OFFICER OR DESIGNEE	7. DATE SIGNED
8. NAME OF UNIT	9. ADDRESS

VA FORM MAY 1966 **21E-1999a**

425141

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING CARD

SECTION A–CERTIFICATION BY STUDENT		SECTION B–CERTIFICATION BY SCHOOL			FOR VA USE ONLY
I HEREBY CERTIFY THAT I attended the program approved by the VA during the period(s) shown in item 4 except as indicated in items 1, 2 and 3.		7. IS STUDENT'S CERTIFICATION FOR THIS PERIOD CORRECT? ☐ YES ☐ NO (If "no" show exceptions in "Remarks")			
MY ATTENDANCE TERMINATED ON ▶	1. DATE (Mo., day, yr.) / 2. REASON FOR TERMINATION	8. CHANGES IN ATTENDANCE (If applicable)			
		A. NEW HOURS	B. DATE (Mo, day, yr.)	C. TUITION CHGS. (If less than 1/2 time or in-service) $	
3. DATES OF ABSENCES	4. ATTENDANCE TO BE CERTIFIED	NEW ENDING DATE (If applicable)	9. DATE (Mo, day, yr.)	11. REMARKS	
5. DATE SIGNED	6. SIGNATURE OF STUDENT	10. DAYS OF ATTENDANCE (If new schedule) ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SAT			
12. NAME AND ADDRESS OF PAYEE		13. VETERANS ADMINISTRATION OFFICE			
		A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ DATE SIGNED		I CERTIFY THAT the above entries are true and correct. SIGNATURE AND TITLE OF CERTIFYING SCHOOL OFFICIAL	

SAMPLE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

IBM 079617

(FRONT)

VETERANS ADMINISTRATION — Form Approved Budget Bureau No. 76-R0647

MONTHLY CERTIFICATION OF ATTENDANCE – COURSES NOT LEADING TO A STANDARD COLLEGE DEGREE

(Chapter 34 and 35, Title 38, U.S.C.)

IBM 079618

VA FORM 21E-6553a, APR 1967

IMPORTANT-- Read these instructions carefully before completing the reverse side of this card. PROMPTLY on or after the last day of the period or periods shown in Item 4, this card must be completed by you and given to the school for return to the VA office shown in Item 13 by the 5th day of the following month to receive your check on time. DO NOT FOLD, STAPLE, CUT OR TEAR this card as it contains prepunched identifying data for machine processing. If damaged, destroyed, or lost, ask the VA for another card.

1. Instructions to Student (Section A)

IF YOU ARE STILL ENROLLED AND PURSUING YOUR COURSE– Report ABSENCES in Item 3 as instructed below, and date and sign the certification before furnishing this card to the school for completion of Section B.

IF YOU ARE NO LONGER ENROLLED – Enter the date you last attended in Item 1 and reason for termination of your enrollment in Item 2. Report ABSENCES in Item 3 as instructed below, and date and sign the certification. Then give this card to the school for completion of Section B.

ABSENCES (Item 3)-- Enter each date you were absent (excused or unexcused) from regularly scheduled days of attendance. Also enter the date of each local or school holiday and intervals between terms, quarters, etc. DO NOT report Federal or State Legal holidays.

ADDRESS CHANGE-- If you are no longer staying at the address shown on the reverse of this card, but plan to return, notify the POSTMASTER to forward your check. If you are changing your address permanently, neatly line out the address in Item 12 and print your new address in the remaining space. Be sure to show ZIP Code.

CHANGE IN DEPENDENCY STATUS (Chapter 34 Students Only) You must promptly notify the VA of any change in the number of dependents for whom you have been awarded additional Educational Assistance Allowance.

VA FILE NUMBER-- Always include your file number on all correspondence with the VA.

2. Instructions to School (Section B)

NO EXCEPTIONS-- If student's certification in Section A is correct, check (√) "Yes" box in Item 7; otherwise, check (√) "No" and report any exceptions in "Remarks."

CHANGE IN NUMBER OF HOURS OF ATTENDANCE PER WEEK Enter in Item 8A the present hours and in 8B the effective date of change. Enter in Item 8C the new charges for in-service students or any student attending less than half time ONLY. If change in ending date, enter in Item 9 the new ending date.

SCHEDULED DAYS OF ATTENDANCE–If student's schedule has changed check (√) boxes in Item 10 for each day he is now attending.

REMARKS-- In addition to reporting exceptions to student's certification in Section A, identify and report additional full days of absence resulting from conversion of partial days of absence and tardiness as defined in VA Regulation 14205(C) (2) and (3). Also report for students enrolled in year-round courses the inclusive dates when school is closed during summer vacation or recess periods of instructions. If reporting unsatisfactory conduct or progress indicate whether student will be retained in school or readmitted.

CAUTION: Willful false reports concerning benefits payable by the VA may result in fine or imprisonment, or both.

SAMPLE

(REVERSE)

TUITION AID SAMPLE LETTER OF APPLICATION

4 September 1966

From: LCDR John I. HANSON, USN, 546839/1100
To: Commandant, NINTH Naval District, Great Lakes, Illinois
Via: Commanding Officer, Naval Administrative Command,
U. S. Naval Training Center, Great Lakes, Illinois

Subj: Tuition assistance; request for

Ref: (a) Educational Services Manual, NAVPERS 15229, Chapter V

1. It is requested that funds be authorized under the provisions of reference (a) for partial payment of my tuition at the University of Illinois for the following voluntary course(s) of instruction:

Name of Course	No. of Course	No. of Semester Hours	Tuition Cost	Share to be paid by Navy	Share to be paid by Applicant
College Algebra	112	3	$120.00	$ 90.00	$ 30.00
Rhetoric and Composition	101	3	90.00	67.50	22.50
		TOTAL	$210.00	$157.50	$ 52.50

Beginning and ending dates of the course(s):
24 September 1966; 29 January 1967.

2. Educational goal or purpose of study: BS Degree.

3. It is understood that any additional costs beyond the total amount to be paid by the Navy, as set forth above, will be paid by me.

4. I agree that I will immediately inform my commanding officer if I withdraw for any reason from the above course(s) prior to completion. I further agree that should I, of my own volition, fail to successfully complete the above course(s), I will reimburse the Navy for the full amount of tuition paid in my behalf. I hereby voluntarily authorize the checkage of my pay record for this amount if it is determined by my commanding officer that my withdrawal was not due to circumstances beyond my control. I understand that should it become necessary for me to discontinue the course(s) due to hospitalization, prolonged emergency leave, reassignment from the locality, change in military duties, or other requirement of the military service, I will not be required to reimburse the government for the tuition paid.

5. (Commissioned Officers only.) If the application is approved, I agree, in accordance with requirements of the current Department of

267-123 O - 67 - 5

4 September 1966

Subj: Tuition assistance; request for

Defense Appropriation Act, to remain on active duty for two years upon completion of the above course(s). I understand that this agreement does not obligate the Navy in any way.

/s/John I. Hanson
JOHN I. HANSON, LCDR, USN

(Officers sign one copy of this letter)

- -

5 September 1966

FIRST ENDORSEMENT on LCDR John I. Hanson's ltr of 4 Sep 1966

From: Commanding Officer, Naval Administrative Command, U. S. Naval Training Center, Great Lakes, Illinois
To: Commandant, NINTH Naval District

1. If funds are available it is recommended that $157.50 be allocated toward tuition for the enrollment of LCDR John I. HANSON, USN, in the off-duty course(s) named in the basic letter. Statements made in the basic request have been verified.

/s/L. G. Roux, Jr.
L. G. ROUX, Jr.

TUITION ASSISTANCE AUTHORIZATION NOTICE
NAVPERS 2541 (Rev. 7-65)
0105-403-3802

S A M P L E

1 September 1966

Business Office
Old Dominion College
Norfolk, Virginia 23508

Dear Sir:

This letter authorizes tuition assistance for the student, in the amount and for the course(s) entered below, provided he is enrolled in such course(s) for credit:

1. STUDENT		2. AMOUNT
YN2 George G. GEORGE		$63.00
3. COURSE(S)	**4. CREDIT HOURS**	**5. DATES**
Introduction to Philosophy 201	3	Sep - Jan 67
General Psychology 201	3	Sep - Jan 67

The student understands that he is responsible for any cost beyond the amount stated in Item 2 above.

Your bill, accompanied by a copy of this letter, should be submitted in quadruplicate to:

Commanding Officer
U.S. Naval Air Station
Norfolk, Virginia 23511

Appropriation chargeable:

APPROPRIATION SYMBOL & SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO. & SUBALLOTMENT	AUTHORIZATION ACCOUNTING ACTIVITY	TRANSACTION TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE
To be filled in		by the allotment holder				

In the event of withdrawal by this student, any refund paid in accordance with the policies of your institution should be made to the Navy unless the refund exceeds the amount of the Navy's share of the tuition, in which case the excess should be paid to the individual. Refunds to the Navy should be by check made payable to the Treasurer of the United States and forwarded to the billed activity.

Sincerely yours,

Copy to:
BUPERS (C43)

DOCUMENT NUMBER 24-67

F - 160

S-0110

ND10:he
Ser: 12/1103
19 May 1966

From: Commandant, TENTH Naval District
To: Chief of Naval Personnel (Pers-C43)

Subj: Instructor Hire Funds; request for

Ref: (a) Educational Services Manual, NAVPERS 15229, Chapter VI

1. In accordance with Article D-2103 of reference (a), it is requested that Instructor Hire Funds in the amount of $900.00 be provided this Headquarters for hiring a qualified instructor to conduct classes in Beginning Spanish I, C-583, and Beginning Spanish II, C-584. The following information pertains:

a. Subjects to be studied: Beginning Spanish I, C-583, and Beginning Spanish II, C-584, utilizing USAFI Text Books C-583 and C-583.02, Instructor's Guide Manual C-583.1, and Language Recordings C-583.6 and C-583.61.

b. Planned beginning and ending of classes: 12 Sep 1966 to 4 Apr 1967.

c. Planned length of course in hours: Beginning Spanish I, C-583, one (1) period of two (2) hours per week for thirty (30) weeks, 60 hours of instruction. Beginning Spanish II, C-584, one (1) period of two (2) hours per week for thirty (30) weeks, 60 hours of instruction. The two classes would run concurrently for a total of 120 hours.

d. The proposed cost per hour of instruction is $7.50 which would include compensation for the instructor for time spent in transit to and from classes and transportation costs.

e. Total cost of proposed instruction would be ($7.50 x 120) $900.00.

f. Estimated number of applicants: 20 per class, a total of 40.

g. Name of Instructor: Miss Carmen Gonzales, Casa Loma Apartments, San Juan, Puerto Rico.

h. Instructor's Qualifications: BA in Education with eleven (11) years teaching experience in both Public and Private Schools, and is currently teaching classes in Spanish on board U. S. Naval Station, San Juan, Puerto Rico.

2. In view of the numerous benefits which accrue when servicemen speak the language of the local populace, this Headquarters desires to make instruction in Spanish available to all interested personnel. It is therefore intended to offer the courses at no cost to the student.

/s/JOHN J. JOHNSON, JR.
Chief of Staff

FOR USAFI RECORD

UNITED STATES ARMED FORCES INSTITUTE

APPLICATION FOR ENROLLMENT OR USAFI COURSE TRANSFER

FOR USAFI RECORD

PRINT OR TYPE ALL ANSWERS. SEE REVERSE SIDE FOR INSTRUCTIONS.

1. PRINT APPLICANT'S LAST NAME IN BOXES BELOW | PRINT FIRST NAME BELOW | INITIAL | RANK OR RATING

Write numbers only in items 2 and 3. Do not use prefix or suffix letters.

2. PRESENT SERVICE NO. | 3. PREVIOUS SERVICE NO. | 4. SOCIAL SECURITY NO. | 5. BRANCH OF SERVICE ☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☐ COAST GUARD

6. COMPLETE MILITARY ADDRESS OF APPLICANT *(Include Zip Code)*

7. HOME ADDRESS *(Where mail will always reach you) (Include Zip Code)*

8. DATE OF BIRTH *(Month and Year)*

9. EDUCATION *(Circle highest year completed)*

ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE HIGH SCHOOL	GRADUATE COLLEGE
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17 18	☐ YES ☐ NO	☐ YES ☐ NO

10. NAME OF SCHOOL LAST ATTENDED	LOCATION	FROM	TO

FOR USAFI USE

11. INDICATE PREREQUISITE OR ADDITIONAL EDUCATIONAL EXPERIENCE THAT MAY QUALIFY YOU FOR THE COURSE REQUESTED

☐ USAFI COURSE(S) ☐ COMPREHENSIVE COLLEGE TESTS - GENERAL EXAMINATIONS ☐ GED TEST(S)

☐ OTHER THAN USAFI COURSE. *(Specify)* _____

12. USAFI COURSE APPLIED FOR *(See instructions 2a and 4, reverse side)*

NUMBER	TITLE	SHOULD USAFI SEND MATERIALS TO STUDENT?	METHOD OF STUDY
		☐ YES ☐ NO	☐ CORRESPONDENCE ☐ GROUP STUDY
		☐ YES ☐ NO	☐ CORRESPONDENCE ☐ GROUP STUDY

13. ENROLLMENT FEE ☐ ATTACHED ☐ NO FEE REQUIRED *(Last enrollment satisfactorily completed)* | NO. OF LAST COURSE COMPLETED AND DATE

14. UNIVERSITY CORR COURSE APPLIED FOR *(See instructions 2b & 5, reverse side)*

NUMBER	TITLE	AMOUNT OF FEE ATTACHED	NAME AND LOCATION OF SCHOOL

15. REASON FOR TAKING THIS COURSE ☐ COLLEGE CREDIT ☐ CIVILIAN JOB OR BUSINESS ☐ SELF-IMPROVEMENT ☐ MILITARY JOB OR TRAINING ☐ HIGH SCHOOL CREDIT ☐ CREDIT TO SATISFY COLLEGE ENTRANCE

16. USAFI COURSE TRANSFER *(See instruction 2 c and 6, reverse side)*

FROM CORRESPONDENCE COURSE NO.	TO CORRESPONDENCE COURSE NO. TITLE:	SHOULD USAFI SEND MATERIALS TO STUDENT?
		☐ YES ☐ NO
FROM GROUP STUDY COURSE NO.	TO GROUP STUDY COURSE NO. TITLE:	☐ YES ☐ NO
FROM CORRESPONDENCE COURSE NO.	TO GROUP STUDY COURSE NO. TITLE:	☐ YES ☐ NO
FROM GROUP STUDY COURSE NO.	TO CORRESPONDENCE COURSE NO. TITLE:	☐ YES ☐ NO

☐ FEE ATTACHED ☐ NO FEE REQUIRED *(Previously enrolled - last course satisfactorily completed)*

17. REASON FOR TRANSFER

18. SIGNATURE OF APPLICANT | 19. SIGNATURE OF CO OR OFFICIAL DESIGNEE | 20. DATE

21. *FOR REGISTRATION SECTION USE ONLY (See instruction 3 reverse side)*

IF REPLACEMENT OF COURSE MATERIALS PROVIDED IN ITEMS 12 OR 16 IS DESIRED, LIST COURSE NUMBER(S) AND TITLE(S).

NUMBER	TITLE	REGISTRATION SECTION NO. AND ADDRESS

DD FORM 1 NOV 65 305 EDITION OF 1 FEB 65 MAY BE USED.

GENERAL INFORMATION AND INSTRUCTIONS

1. See USAFI Catalog for eligibility requirements, permissible number of enrollments, course transfer eligibility, and prerequisites for enrollment.

2. FOR ALL APPLICANTS: Complete items 1 through 9, and 18. Then, if applying for:

a. USAFI CORRESPONDENCE OR GROUP STUDY COURSE, also complete items 10 through 13, and 15 *(See 4 below).*

b. UNIVERSITY CORRESPONDENCE COURSE, also complete items 10, 11, 14, and 15 *(See 5 below).*

c. USAFI COURSE TRANSFER, also complete applicable block in items 16 and 17 *(Materials for the old course will be returned to the Registration Section or forwarded to the nearest USAFI) (See 6 below)*

3. REGISTRATION SECTIONS will indicate in item 21 whether replacement courses are desired. If stock remaining on hand is sufficient to meet normal requirements, a replacement course should not be requested.

4. APPLYING FOR USAFI CORRESPONDENCE AND GROUP STUDY COURSES.

a. Include a $5.00 enrollment fee with this application for a USAFI correspondence course unless you have satisfactorily completed your last (1) USAFI correspondence course, (2) group study course *(except spoken language and elementary course)*, or (3) university correspondence course. No enrollment fee is required for enrollment in group study.

b. The enrollment fee is to be in the form of a money order, cashier's check, or certified check made payable to the Treasurer of the United States.

5. APPLYING FOR A COLLEGE OR UNIVERSITY CORRESPONDENCE COURSE.

a. Consult the current list of correspondence courses offered by colleges and universities through USAFI to insure course number and title are correct.

b. Attach a money order, cashier's check, or certified check for the exact amount listed, made payable to the college or university concerned at the city where the school is located.

c. Submit application in duplicate if you are stationed in the United States and in triplicate if you are stationed elsewhere.

6. APPLYING FOR A USAFI COURSE TRANSFER.

a. No additional enrollment fee is required for transfer from one USAFI correspondence course to another, from group study to group study, or from a correspondence course to group study.

b. No enrollment fee is required for transfer from group study to a USAFI correspondence course if you were previously enrolled and satisfactorily completed your last USAFI correspondence course, group study course or university correspondence course.

7. Mail this application to the nearest servicing USAFI. USAFI locations are as follows:

United States	Director USAFI, Madison Madison, Wisconsin 53703
Alaska	Commandant USAFI, Alaska Headquarters, Alaskan Air Command APO Seattle 98742
Caribbean	Director USAFI, Caribbean Drawer 941 APO New York 09827
Europe	Director USAFI, Europe APO New York 09757
Hawaii	Officer in Charge USAFI, Hawaii APO San Francisco 96558

FOR USAFI RECORD

UNITED STATES ARMED FORCES INSTITUTE

APPLICATION FOR USAFI TEST

FOR USAFI RECORD | RT | LOC | M APV

PRINT OR TYPE ALL INFORMATION. SEE REVERSE SIDE FOR USAFI TESTING POLICIES AND INFORMATION.

1. PRINT APPLICANT'S LAST NAME IN BOXES BELOW | PRINT FIRST NAME BELOW | INITIAL | RANK OR RATING

Write numbers only in items 2 and 3. Do not use prefix or suffix letters.

2. PRESENT SERVICE NO. | 3. PREVIOUS SERVICE NO. | 4. SOCIAL SECURITY NO. | 5. BRANCH OF SERVICE ☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☐ COAST GUARD

6. COMPLETE MILITARY ADDRESS OF APPLICANT *(Include Zip Code)*

7. DATE OF BIRTH *(Month and Year)*

8. ORIGINAL DATE ENTERED SERVICE

9. EDUCATION *(Circle highest year of school completed)*

ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE HIGH SCHOOL	GRADUATE COLLEGE
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17 18	☐ YES ☐ NO	☐ YES ☐ NO

10. HOME STATE

11. USAFI TEST(S) REQUESTED *(See paragraphs 1 and 2, reverse side)*

TYPE OF TEST *(EOC, GED, USST, etc.)*	EOC, USST TEST NUMBER	TITLE *(or parts of HS-GED Tests or Comprehensive College Tests - General Examinations)*	LEVEL *(High School or College)*	*FOR USAFI USE (Do not fill in)*

(Use only for retests) USAFI RETESTS REQUESTED *(See paragraph 5, reverse side.)*

12. REMARKS *(Reasons for more than one EOC or USST. See paragraph 3, reverse side. Eligibility for retests. See paragraph 5, reverse side. Include date and location of initial testing.)*

13. DATE | 14. SIGNATURE OF APPLICANT

15. **CERTIFICATION** *(See paragraph 6, reverse side.)*

THE INDIVIDUAL WHOSE NAME, IDENTIFICATION AND SIGNATURE APPEAR BELOW CERTIFIES THAT HE IS A DULY APPOINTED USAFI TEST CONTROL OFFICER IN ACCORDANCE WITH THE APPROPRIATE SERVICE DIRECTIVE, AND THAT HE WILL RECEIVE, SAFEGUARD, ADMINISTER AND RETURN THE TEST(S) INDICATED ABOVE TO THE APPROPRIATE USAFI.

NAME AND RANK OF USAFI TEST CONTROL OFFICER *(Print or Type)* | SIGNATURE OF USAFI TEST CONTROL OFFICER

16. MILITARY ADDRESS OF USAFI TEST CONTROL OFFICER *(Include Zip Code)*

DD FORM 1 FEB 65 179

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

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USAFI TEST INFORMATION

1. Military personnel in the Armed Forces of the United States are eligible for USAFI testing services if they are:

a. On active duty with the Army, Navy, Air Force, Marine Corps, or Coast Guard.

b. Reservists or National Guardsmen called to active duty for 120 days or more.

c. Cadets at the United States Military Academy, United States Air Force Academy, United States Coast Guard Academy, or midshipmen at the United States Naval Academy.

2. Testing services are not authorized for civilians, dependents of military personnel, members of the Maritime Service, Merchant Marine, Coast Guard Auxiliary, United States Coast and Geodetic Survey, Civil Air Patrol, officers of the United States Public Health Service, military personnel of foreign countries, discharged or retired personnel. *(For information on services after release from active duty, see the section in the USAFI Catalog entitled "Services Available After Release From Active Duty.")*

3. In general, applicants should limit requests to one end-of-course test or USAFI Subject Standardized Test, or to one GED or one Comprehensive College-General Examinations test battery at a time. If more than one test is requested the reasons should be given in Item 12 on the front side of this DD Form 179.

4. Types of tests.

a. Tests of General Educational Development *(GED)*, High School Level. The high school battery consists of five standardized tests. (1) Correctness and Effectiveness of Expression, (2) Interpretation of Reading Materials in the Social Studies, (3) Interpretation of Reading Materials in the Natural Sciences, (4) Interpretation of Literary Materials, (5) General Mathematical Ability.

b. Comprehensive College Tests - General Examinations. This battery includes five standardized tests: (1) English Composition, (2) Social Sciences - History, (3) Natural Sciences, (4) Humanities, (5) Mathematics.

c. End-of-Course *(EOC)* Tests. These tests are of the objective type and are based on the text used in the USAFI course.

d. USAFI Subject Standardized Tests *(USST)*. These tests are designed to be general in their treatment of a subject matter, rather than being pertinent to a single text. However, they parallel the content covered within specific USAFI courses.

5. Retesting.

a. Authority: Retesting may be authorized only by a USAFI upon receipt of DD Form 179, Application for USAFI Test, certified by a USAFI Test Control Officer.

b. Purpose: Retesting may be permitted (1) when an unsatisfactory rating has been attained on a USAFI test, or (2) when the examinee must meet a special military or civilian requirement.

c. Specific Policies: The current edition of the USAFI Catalog outlines the specific retesting policies concerning each type of USAFI test. No retest application will be acceptable without the detailed information required by these policies. The USAFI Test Control Officer who certifies the retest application is responsible for the accuracy and completeness of this information.

6. The application must be certified by a USAFI Test Control Officer appointed in accordance with the appropriate Service directive as listed below:

Army -	AR 621-5
Navy -	BuPers Instruction 1560.6B
Air Force -	AFM 213-1
Marine Corps -	MCO P1560.16A
Coast Guard -	Commandant Instruction 5570.1

7. If a USAFI Testing Section is not available, mail this application to the nearest servicing USAFI. USAFI locations are as follows:

United States	Director USAFI, Madison Madison, Wisconsin 53703
Alaska	Commandant USAFI, Alaska Headquarters, Alaskan Air Command APO Seattle 98742
Caribbean	Director USAFI, Caribbean Drawer 941 APO New York 09827
Europe	Director USAFI, Europe APO New York 09757
Hawaii	Officer in Charge USAFI, Hawaii APO San Francisco 96558
Japan	Director USAFI, Japan APO San Francisco 96503

ADDRESSEE

RETAIN THIS RECORD UNTIL SIGNED DUPLICATE RECEIPT HAS BEEN RETURNED

DESCRIPTION OF USAFI TEST MATERIALS	DATE DISPATCHED	CONTROL NUMBER

DD FORM 1 AUG 58 815 PREVIOUS EDITION OF THIS FORM IS OBSOLETE. CONTROLLED ITEM *(USAFI Test Material)* DOCUMENT RECEIPT

☆ U. S. Government Printing Office:

(Original)

(FRONT)

DEPARTMENT OF DEFENSE

OFFICIAL BUSINESS

POSTAGE AND FEES PAID
DEPARTMENT OF DEFENSE

TO:

(REVERSE)

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LOG FOR USAFI TESTS		ORGANIZATION AND MILITARY ADDRESS				NAME OF USAFI TEST CONTROL OFFICER				MONTH AND YEAR
DATE AND TIME TEST ISSUED	EXAMINEE'S NAME AND SIGNATURE	SERVICE NUMBER	ORGANIZATION	TEST CONTROL NUMBER OR TEST SERIAL NUMBER	TYPE OF TEST	PAGE CHECK BEFORE TESTING	TIME TEST RE-TURNED	PAGE CHECK AFTER TESTING	DATE TEST AND/OR TAS MAILED TO USAFI	EXAMINER'S SIGNATURE

DD FORM 1 AUG 66 1572

(Continue on Reverse)

67

DATE AND TIME TEST ISSUED	EXAMINEE'S NAME AND SIGNATURE	SERVICE NUMBER	ORGANIZATION	TEST CONTROL NUMBER OR TEST SERIAL NUMBER	TYPE OF TEST	PAGE CHECK BEFORE TESTING	TIME TEST RE-TURNED	PAGE CHECK AFTER TESTING	DATE TEST AND/OR TAB MAILED TO USAFI	EXAMINER'S SIGNATURE

REQUEST FOR USAFI TEST REPORTING

NOTE

Use this side of form if request is for only one examinee. Use reverse if request is for more than one examinee.

TO:

Director
U. S. Armed Forces Institute
Madison, Wisconsin 53703

FROM: *(Include ZIP Code)*

NAME *(Last, First, Middle Initial)*	PRESENT AND ALL PREVIOUS SERVICE NUMBERS	BRANCH OF SERVICE *(For each Service No.)*	GRADE, RATE OR RANK	DATE OF BIRTH	
				MO	YR

TESTS TO BE REPORTED	DATE TEST TAKEN		PLACE TEST TAKEN
	MO	YR	

REQUEST CERTIFICATE(S) OF COMPLETION FOR THE FOLLOWING TESTS

REPORTS TO BE SENT TO *(If other than requester)* *(Include ZIP Code)*

DATE SIGNED	SIGNATURE AND GRADE OF REQUESTER

REMARKS

DD, FORM 1 AUG 68 1571

REQUEST FOR USAFI TEST REPORTING

Use this side if reports are being requested for more than one examinee.

TO: Director
United States Armed Forces Institute
Madison, Wisconsin 53703

FROM: *(Include ZIP Code)*

NAME *(Last, First, Middle Initial)*	PRESENT AND ALL PREVIOUS SERVICE NUMBERS	BRANCH OF SERVICE *(For Each Service Number)*	DATE OF BIRTH MO.	DATE OF BIRTH YR.	TESTS TO BE REPORTED*	DATE TEST TAKEN MO.	DATE TEST TAKEN YR.	REPORTS TO BE SENT TO *(If other than requester) (Include ZIP Code)*

DATE SIGNED

SIGNATURE AND GRADE OF REQUESTER

*Place a check mark (✓) behind each test for which a certificate of completion is to be issued.

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APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE

_____
(Date)

(Name and Address of School)

EVALUATION REQUEST FOR:

_____
(Name of Applicant)

ATTENTION:

_____
(Service Number)

Dear Sir:

The person named above has requested that the attached summary of his educational achievements, accomplished while serving in the Armed Forces of the United States, be forwarded to you for review and evaluation. The Armed Forces make no recommendations concerning the awarding of credit for educational experiences during Military Service, as it is recognized that this function is the prerogative of civilian education.

The Commission on Accreditation of Service Experiences of the American Council on Education has published the following documents that may be helpful in your review of the applicant's educational experiences:

a. "Policies of State Departments of Education for the Accreditation of Educational Experiences of Military Personnel and of Results on the Tests of General Educational Development." *(The Bulletin No. 5)*

b. "A Guide to the Evaluation of Educational Experiences in the Armed Services."

c. "Credit Recommendations for USAFI and MCI Courses and Tests." *(The Bulletin No. 10)*

Since any official of a school, college, state department of education, or other educational institution can obtain additional information relative to accreditation of Service Experiences, you may write directly to the Commission on Accreditation of Service Experiences of the American Council on Education, 1785 Massachusetts Avenue, N. W., Washington, D. C. 20036.

The evaluation of this applicant's educational experiences, as well as any guidance which you may provide him, should be sent directly to the applicant at the address shown in Section I, block 7, on page 3. Your interest is genuinely appreciated.

Sincerely yours,

_____
(Education Officer)

INSTRUCTIONS TO APPLICANT

This form is for your convenience in applying for evaluation of your educational experiences during Military Service. Give as much detailed information as possible. Include additional information on separate sheets, if necessary.

You are encouraged to write a preliminary letter to the school or agency concerned, explaining your interest in its evaluation of your records for the continuance of your education. Training, correspondence study, or special experiences not described on this form which you believe would be of interest to those reviewing your case, should be included in this letter.

All applicants should:

a. Fill in items 1 through 16.

b. Fill in items 17 through 23 for USAFI courses and for other academic courses completed during Military Service.

INSTRUCTIONS TO CERTIFYING OFFICER

(Custodian of Personnel Records)

This application is intended to provide factual information that schools and colleges require for their own evaluation of the applicant's educational achievement. CERTIFYING OFFICERS WILL NOT MAKE RECOMMENDATIONS REGARDING CREDIT TO BE AWARDED.

The certifying officer should:

a. Insure that the information provided in Section II comes from the applicant's Service record. Names of schools or courses should not be abbreviated.

b. For Naval personnel whose records are incomplete, send the application to the Chief of Naval Personnel for completion and certification. The Bureau of Naval Personnel will forward the completed form to USAFI or to the school or agency concerned. In the case of Marines whose records are incomplete, the applications should be sent to the Commandant of the Marine Corps *(Code DGK)* for completion and forwarding to the appropriate addressee.

c. CERTIFY THE FORM ON PAGE 4.

d. Return the DD Form 295 to the Education Officer *(except when processed as in b above)*.

INSTRUCTIONS TO EDUCATION OFFICER

The education officer should:

a. Complete page 1. The name and address of the school or agency should be the same as that listed at the top of page 3 of this form. PAGE 1 IS IN ADDITION TO AND NOT A SUBSTITUTE FOR THE LETTER TO BE WRITTEN TO THE EVALUATING AGENCY BY THE APPLICANT HIMSELF.

b. Mail the DD Form 295 to USAFI, Madison, Wisconsin 53703, for attachment of applicant's official USAFI records if he has taken USAFI courses and/or tests. USAFI, Madison, will forward the form to the school or agency from which evaluation is desired. *NOTE: An Official Report of Educational Achievement through the United States Armed Forces Institute is sent directly to educational institutions, employers, or state departments of education in accordance with the policies outlined in the USAFI catalog.*

c. Mail the DD Form 295 directly to the school or agency from which evaluation is desired if the applicant has not taken USAFI courses and/or tests.

APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE

TO: *(Name and address of education institution, agency, or employer)*

SECTION I - TO BE COMPLETED BY APPLICANT

(Read Instructions on page 2 before filling out this page - Print or type)

PERSONAL DATA

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. GRADE, RANK OR RATING	3. SERVICE NUMBER(S)	
		a. PRESENT	b. PREVIOUS

4. PRESENT BRANCH OF SERVICE	5. ORIGINAL DATE ENTERED SERVICE	6. SOCIAL SECURITY NUMBER
☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☐ COAST GUARD		

7. APPLICANT'S MAILING ADDRESS FOR REPLY FROM EDUCATIONAL INSTITUTION *(Include ZIP Code)*

8. DATE OF BIRTH	9. SEX	10. HOME ADDRESS *(Where mail will always reach you)*

CIVILIAN EDUCATION

11. MONTH AND YEAR YOU LAST ATTENDED CIVILIAN SCHOOL	12. CIRCLE HIGHEST GRADE OF SCHOOL COMPLETED	13. HIGH SCHOOL GRADUATE?
	6 7 8 9 10 11 12 13 14 15 16	☐ YES ☐ NO

14. NAME AND MAILING ADDRESS OF EDUCATIONAL INSTITUTION LAST ATTENDED	15. IN WHAT MAJOR FIELD DO YOU PLAN TO CONTINUE YOUR STUDY?

16. HAVE YOU COMMUNICATED WITH THE EDUCATIONAL INSTITUTION, AGENCY, OR EMPLOYER TO WHOM THIS FORM IS ADDRESSED WHILE YOU HAVE BEEN IN THE SERVICE? IF "YES" GIVE APPROXIMATE DATES.

☐ YES ☐ NO

EDUCATIONAL COURSES COMPLETED IN SERVICE

17. CATALOG NUMBER AND TITLE OF COURSE *(If no courses were taken, print NONE)*	18. METHOD OF STUDY *(Correspondence, self-teaching, locally conducted classes, etc.)*	19. SCHOOL AND ITS LOCATION	20. DATE COMPLETED

USAFI TESTS COMPLETED *(Not listed above)*

21. NAME AND LEVEL OF TEST	22. DATE COMPLETED	23. INSTALLATION WHERE TAKEN

DATE OF THIS APPLICATION	SIGNATURE OF APPLICANT

SECTION II - TO BE FILLED IN BY CERTIFYING OFFICER

(Read Instructions on page 2 before filling out this page. Fill in each item)

24. BASIC OR RECRUIT TRAINING COMPLETED AT *(If none, print NONE)*	25. PERIOD OF RECRUIT TRAINING	
	a. FROM	b. TO

26. SERVICE SCHOOLS ATTENDED *(If none, print NONE)*

NAME OF SCHOOL	LOCATION	NAME OF COURSE	DATE ENTERED	LENGTH OF COURSE IN WEEKS	DATE COMPLETED	MILITARY SPECIALTY *(MOS, AFSC, RATE, etc.)*	FINAL MARK AND/OR STANDING IN CLASS[1]

[1] *If information is available, give names of specific subjects studied and grades received. If class standing is shown, give number in class, e.g., "10 in 241."*

27. MAJOR SERVICE JOBS OR BILLETS *(Complete only when form is sent to employer)*

TITLE OF EACH MAJOR JOB OR BILLET FILLED WHILE IN SERVICE	GIVE JOB SPECIFICATIONS OR CLASSIFICATION NUMBER AND BRIEF DESCRIPTION OF DUTIES	LENGTH OF TIME IN EACH JOB OR BILLET *(In months)*

THIS APPLICATION MUST BE SIGNED BY AN OFFICER

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN HAS BEEN COMPARED WITH OFFICIAL RECORDS, AND THAT THIS INFORMATION IS CORRECT.

SIGNATURE OF CERTIFYING OFFICER	MILITARY ADDRESS
NAME AND GRADE RANK OF CERTIFYING OFFICER *(Print or Type)*	SERVICE NUMBER

BLOCK 9, BRANCH OF SERVICE. This block will indicate the Service ownership of the requisitioner: A-Army; F-Air Force; Z-Coast Guard; M-Marine Corps; N-Navy.

BLOCK 10, REQUISITIONER. This block may indicate the Activity Address Code as listed in the DOD ACTIVITY ADDRESS DIRECTORY. OR The "ship to " address may be inserted in the clear, in Block 24, REMARKS.

BLOCK 21, REQUIRED DELIVERY DATE. The calendar day of year which indicates when the material is required by the requisitioner. Normally it will be left blank.

BLOCK 11, DATE. First space will indicate the last digit of the calendar year, while the second through fourth spaces will contain the numeric consecutive day of the calendar year. (JULIAN)

MULTI-USE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

DOCUMENT IDENTIFICATION

1. DOCUMENT IDENT	2. ROUTING IDENT	3. M&S	DOCUMENT NUMBER 9-10 REQUISITIONER	11. DATE	12. E M	13. FUND	14. DISTRIBUTION	15. PROJECT	16. PRIORITY	21. REQ'D DELY DATE	23. SIGNATURE (If Required)
1-3	4-6	7	30-35	36-39	44	52-53	54-56	57-59	60-61	62-64	
			N 0 3 3 1 4	6 1 8 9						2 1 0	Approving Hq (when required)

REQUISITION DATA

20.	STOCK NUMBER 4. FSC 9-11	5. FIIN 12-18	6. ADDITIONAL 19-22	7. UNIT OF ISSUE 23-24	8. QUANTITY 25-29	12. SERIAL 40-43	14-15. SUPPLEMENTARY ADDRESS 48-50	16. SIG 51	22. ADVICE 65-66	24. REMARKS
		E 1 6 4		e a	0 0 1 2 5					If block 9-10 is not used the
		E 1 6 4 1		e a	0 0 1 2 5					"ship to" address may be inserted
		E 1 6 4 4 2		e a	0 0 0 0 4					in the clear in this space.
		S P 5		e a	0 0 1 2 5					
		E 1 6 5 1		e a	0 0 1 2 5					

BLOCK 25, SIGNATURE. The signature of the Education Officer may be inserted in this block. The signature of the Test Control Officer is required on testing requisition. When the signature of an approving headquarters is required, it may be inserted in the space below Block 25 or Block 24, REMARKS.

BLOCK 5, STOCK NUMBER. This block will contain the USAFI stock number for each component as listed in the USAFI Standard Nomenclature List. Eleven digit stock numbers are not assigned to USAFI course materials.

BLOCK 8, QUANTITY. The quantity of the item requisitioned. When the quantity is less than five digits, the unused spaces will be filled with zeros to the left of the first significant digit.

DD FORM 1 AUG 65 1348-4

SHEET ____ OF ____ SHEET(S)

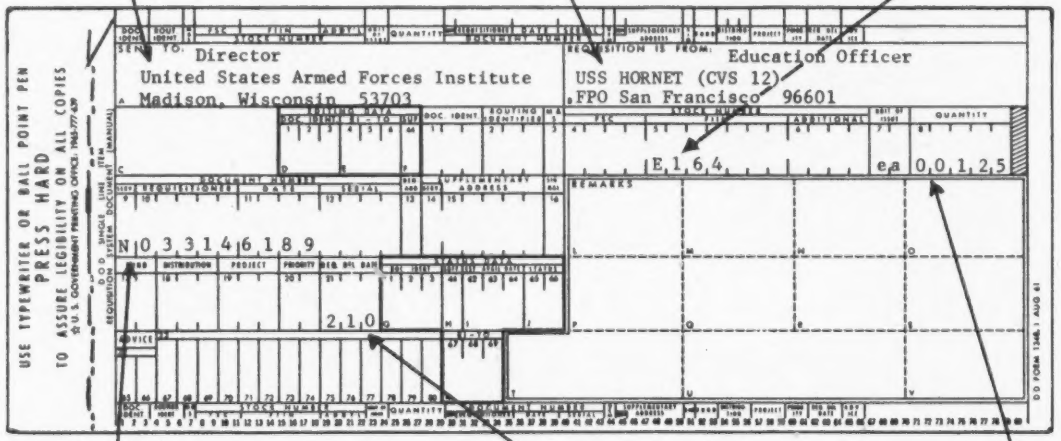
This form may be requisitioned from USAFI Madison and all branch USAFIs. Submit only original to USAFI, Madison.

DOD Single Line Item
Requisition System Document (Manual)

BLOCK A, SEND TO. This block will contain, in the clear, the complete address of the appropriate USAFI to which the requisition card will be mailed. When more than one line item is requisitioned, Block A address may be completed only on the first DD Form 1348.

BLOCK B, REQUISITION IS FROM. This block will contain, in the clear, the complete address of the requisitioner. When more than one line item is requisitioned, Block B address may be completed only on the first DD Form 1348.

BLOCK 5, STOCK NUMBER. This block will contain the USAFI stock number for each component as listed in the USAFI Standard Nomenclature List. Eleven digit stock numbers are not assigned to USAFI course materials.



BLOCK 9 THROUGH 12, DOCUMENT NUMBER. Block 9 will indicate the Service ownership of the requisitioner: A-Army; F-Air Force; Z-Coast Guard; M-Marine Corps; N-Navy. Block 10. The Activity Address Code may be used. However, the use of this code is optional. This system is manual. Block 11. First space, will indicate the last digit of the calendar year, while the second through fourth spaces will contain the numeric consecutive day of the calendar year. (JULIAN) Block 12, Optional.

BLOCK 21, REQUIRED DELIVERY DATE. The calendar day of year which indicates when the material is required by the requisitioner. Normally it will be left blank.

BLOCK 8, QUANTITY. The quantity of the item requisitioned. When the quantity is less than five digits, the unused spaces will be filled with zeros to the left of the first significant digit.

APPENDIX G

REPORTS

TUITION AID REPORT
NAVPERS 224 (REV 7-65)

FOR FISCAL YEAR 1966

FROM: Commandant
THIRD Naval District
90 Church Street
New York, N.Y. 10007

S A M P L E

TO: Chief of Naval Personnel (Pers-C43)
Department of the Navy
Washington, D. C. 20370

NOTE: This report will be submitted annually on 1 August for the previous fiscal year.

	OFFICER		ENLISTED			TOTAL			GRAND TOTAL
	UNDER-GRADUATE	GRADUATE	HIGH SCHOOL	UNDER-GRADUATE	GRADUATE	HIGH SCHOOL	UNDER-GRADUATE	GRADUATE	
1. NUMBER OF PERSONNEL WHO ENROLLED IN COURSES	23	10	0	184	4	0	207	14	221
2. NUMBER OF COURSE ENROLLMENTS	75	22	0	367	9	0	442	31	473
3. NUMBER OF PERSONNEL WHO FAILED OR DISCONTINUED ONE OR MORE COURSES	4		22			26			26
4. NUMBER OF PERSONNEL IN ITEM 3 WHO DISCONTINUED ONE OR MORE COURSES ON THEIR OWN VOLITION	3		19			22			22

REMARKS:

Note:
This annual report is required only from the Tuition Aid Allotment Holders. (Appendix E) Copies are obtainable from Chief of Naval Personnel (Pers C43).

(Signature)

REPORT BUPERS 1560-8

PROGRAM FOR AFLOAT COLLEGE EDUCATION (PACE)
Monthly Report Format

ALFA	Title of each course being administered including those completed but final grades not received. (Use Navy short title: i.e. Math I.)
BRAVO	Date each course commenced.
CHARLIE	Number of students enrolled at the beginning of each course.
DELTA	Date course completed (usually the date on which the final exam was administered).
ECHO	Number of students passing (C minus or better).
FOXTROT	Number of students failing (D or below).
GOLF	Number of students officially withdrawing from course (report total number at the completion of course).
HOTEL	Number of students unofficially dropping from course (report total number at the completion of course).
INDIA	Any additional remarks that might help the Bureau of Naval Personnel, the type commander or participating college to improve the course or overall program.

NOTE: Information is as of the last day of each reporting month. Report only the applicable items using the above paragraph format, enclosure (2) is a sample report. Once all items (including grades) have been reported for a class, cease reporting that course. If a course is to be repeated, note this information under INDIA, otherwise shipping instructions will be made to return course films to another command.

NAVEXOS-4181

USE FOR URGENT LETTERS ONLY

NAVAL SPEEDLETTER

DO NOT CLEAR THROUGH COMMUNICATION OFFICE

(One box must be checked)
☐ REGULAR MAIL ☐ SPECIAL DELIVERY
☒ AIR MAIL ☐ REGISTERED MAIL

CLASSIFICATION: UNCLASSIFIED

IN REPLY REFER TO: 1560/9
Ser 127-67

DATE: 31 July 1966

TO: 1
Chief of Naval Personnel (Pers-C43)
Navy Department
Washington, D.C. 20370

S A M P L E

(Fold)

NAVAL SPEEDLETTER—
Permits dispatch or informal language.
May be sent (1) with enclosures, (2) in a window envelope (size 8¾" x 3⅛"), if contents are not classified as confidential or higher, (3) to both naval and nonnaval activities.
Is packaged 500 sheets of white or of one color: yellow, pink, or green.

Subj: Program for Afloat College Education (PACE) report for the month of July 1966

	Math I	Physics II	Chemistry I
ALFA			
BRAVO	7/1/66	7/5/66	7/5/66
CHARLIE	15	12	21
DELTA	7/29/66	7/29/66	**
ECHO	10	*	
FOXTROT	3		
GOLF	2		
HOTEL	0		
INDIA	Excellent course		

* Course completed, grades not received.
** Course (s) still in progress.

A. B. SEE
By direction

COPY TO

ADDRESS:
USS GOES EVERYWHERE (PDQ1)
Fleet Post Office
San Francisco 96610

←——SENDER'S MAILING ADDRESS

Address reply as shown at left; or reply hereon and return in window envelope (size 8¾" x 3⅛"), if not classified as confidential or higher.

CLASSIFICATION: UNCLASSIFIED

USAFI TESTING INSPECTION REPORT

From: (name) , Inspection Officer
To: Chief of Naval Personnel (Pers-C43)
Via: Commanding Officer,

Subj: USAFI Testing Section Annual Inspection Report

Ref: (a) Educational Services Manual, NAVPERS 15229, Chapter VIII

1. In accordance with paragraph 11e to reference (a), I have conducted an inspection of the USAFI Testing Section on (date) and report the following information:

a. Personnel:

(Name and rank/GS- of USAFI test control officer responsible for administration of USAFI testing section.)

(Name and rank/rate/GS- of other personnel authorized as examiners or proctors.)

b. Other activities served since last inspection.

c. Inventory status:

High School GED	Serial Numbers
General Education College Comprehensive Tests	Serial Numbers
End-of-course tests	Serial Numbers

Total number of high school answer sheets on hand:

Total number of college answer sheets on hand:

Total number of high school examiner's manuals on hand:

Total number of college examiner's manuals on hand:

d. Administrative Procedures (The following questions may be answered with a "yes" or "no". If "no" is indicated, the inspecting officer must summarize briefly the problem and recommend corrective action.)

(1) Are the procedures concerning the training and relief of the USAFI test control officer in charge of the testing section as prescribed by reference (a)?

(2) Is the stock of tests and answer sheets adequate? (Check how often reordered.)

(3) Are worn, torn or defaced tests withdrawn from permanent stock in accordance with provisions of reference (a)?

267-123 O - 67 - 7

Subj: USAFI Testing Section Annual Inspection Report

(4) Are all supplies procured from USAFI Madison in accordance with reference (a)?

(5) Does the above inventory agree with the last USAFI testing and inventory report (DD Form 417)?

(6) Is the USAFI testing and inventory report (DD Form 417) and copies, as required, submitted promptly on the last working day of each quarter in accordance with reference (a)?

(7) Are USAFI testing materials (including answer sheets) which are designated "controlled items (USAFI test materials)" handled and stowed in accordance with reference (a)?

(8) Are test booklets properly filed and labeled?

(9) Is an adequate check-out system maintained?

(10) Is a permanently maintained inventory of all USAFI testing materials, initialed by whoever is assigned the task, taken <u>each time one or more tests are administered</u>?

(11) Are tests administered in accordance with the procedures set forth in reference (a), with particular attention to requiring full identification of examinee? (Presentation of ID card is considered adequate.)

(12) A minimum of one (1) proctor for each 15 examinees?

(13) Continuous proctoring throughout the testing period?

(14) Signing in of the test by the examiner at the end of the testing period, at which time each page of the test booklet will be examined to see that no pages are defaced or removed?

(15) Proper certification of the test answer sheets by the USAFI test control officer?

(16) Are answer sheets forwarded to USAFI Madison for scoring in accordance with reference (a)?

_____

(Signature of Inspecting Officer, billet, duty assignment, duty station.)

FIRST ENDORSEMENT on Inspection Officer ltr of

From: Commanding Officer,
To: Chief of Naval Personnel (Pers-C43)

Subj: USAFI Testing Section Annual Inspection Report

1. All recommendations and corrective action recommended by the Inspection Officer have been accomplished.

_____
(Signature)
Commanding

Copy to:
Administrative Commands

USAFI TESTING ACTIVITY AND INVENTORY REPORT

REPORT CONTROL SYMBOL

FOR THE QUARTER ENDING: 30 Sep 1966

DATE OF REPORT: 30 Sep 1966

SEE INSTRUCTIONS ON REVERSE SIDE

FROM: Commanding Officer
USS COLUMBUS (CG 12)
FPO, New York 09501

TO: Chief of Naval Personnel (Pers C43)
Department of the Navy
~~Washington, D.C. 20370~~

SECTION I

TESTS OF GENERAL EDUCATIONAL DEVELOPMENT - HIGH SCHOOL LEVEL

A. NUMBER OF TESTS ADMINISTERED DURING REPORT PERIOD	TEST 1	TEST 2	TEST 3	TEST 4	TEST 5
	15	14	13	14	12

B. INVENTORY OF TESTING MATERIALS *(Exclude tests received on DD Form 179)*

TEST BATTERY SERIAL NO.	TEST (i.e., 1,2,3,4,5)	TEST BATTERY SERIAL NO.	TEST (i.e., 1,2,3,4,5)
23456	Form 0, 1-5		
23457	Form 0, 1-5		
23458	Form 0, 1-5		
23459	Form 0, 1-5		
23460	Form 0, 1-5		

SECTION II

COMPREHENSIVE COLLEGE TESTS - GENERAL EXAMINATIONS

A. NUMBER OF TESTS ADMINISTERED DURING REPORT PERIOD	TEST 1	TEST 2	TEST 3	TEST 4	TEST 5
	10	9	8	9	10

B. INVENTORY OF TESTING MATERIALS *(Exclude tests received on DD Form 179)*

TEST BATTERY SERIAL NO.	TEST (i.e., 1,2,3,4,5)	TEST BATTERY SERIAL NO.	TEST (i.e., 1,2,3,4,5)
23461	Form Z, 1-5		
23462	Form Z, 1-5		
23463	Form Z, 1-5		
23464	Form Z, 1-5		

Note:
Submit original to Chief of Naval Personnel (Pers C43), one copy to USAFI Madison. This quarterly report is required from USAFI Testing Sections (Appendix D) established in accordance with Chapter VIII. Forms available through Naval Supply System or from USAFI.

DD FORM 1 JUL 68 417

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

SECTION III

USAFI END-OF-COURSE AND SUBJECT STANDARDIZED TESTS STOCKED *(Exclude tests received on DD Form 179)*

INVENTORY		NUMBER OF TESTS ADMINISTERED	INVENTORY		NUMBER OF TESTS ADMINISTERED
STOCK NUMBER	SERIAL NUMBER		STOCK NUMBER	SERIAL NUMBER	

SECTION IV

CERTIFICATION

DURING THE PERIOD OF THIS REPORT ALL USAFI TESTING MATERIALS IN MY CUSTODY HAVE BEEN INVENTORIED IN ACCORDANCE WITH APPROPRIATE SERVICE DIRECTIVES.

NAME, RANK, AND SERVICE NUMBER OF USAFI TEST CONTROL OFFICER MAKING THE REPORT *(Type or Print)*	SIGNATURE OF USAFI TEST CONTROL OFFICER
T. J. JONES, ENS, USN	
DATE	**SIGNATURE OF COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE**
30 Sep 1966	X. Y. ZEE, CDR, USN, By direction

REMARKS: AS OF THIS DATE THE FOLLOWING TESTS, INDIVIDUALLY PROCURED ON DD FORM 179, WERE IN MY CUSTODY

Copy to:
Director
U.S. Armed Forces Institute
Madison, Wis. 537 03

INSTRUCTIONS

A. INVENTORY REPORT
The distribution of the original and copies of this report will be made in accordance with the directives of the respective Services.

B. REQUISITIONING REPLACEMENTS
1. Replacement testing materials will be requisitioned in accordance with the appropriate Service directives.
2. The serial numbers and stock numbers of the tests to be replaced will be listed on the requisition.

C. REQUISITIONS FOR ADDITIONAL TESTS
If a Testing Section desires to stock additional USAFI tests that have not been authorized previously by their higher headquarters, requisitions for such tests should be forwarded to USAFI through higher headquarters in accordance with appropriate Service directives.

EDUCATIONAL SERVICES QUARTERLY REPORT - NAVPERS 1560/1 (12-66) (Formerly NAVPERS 2418)
S/N 0105-403-0296

REPORT BUPERS 1560-1

GENERAL INFORMATION

BUPERS Activity Ident. Code (1-10) | NARP Code (11-14) | Report Quarter (15) | Mental Grp FOUR Pers. Assigned (16-18)

	OFFICERS	ENLISTED
Personnel Assigned to the Command/Commands Serviced	(19-21)	(22-25)
Personnel Counseled	(26-27)	(28-30)
(NEW ENROLLMENTS DURING REPORTING PERIOD)		
TUITION AID PROGRAM		
High School/Vocational Courses	(31)	(32-34)
Undergraduate Courses	(35-36)	(37-39)
Graduate Courses	(40-42)	(43-45)
VETERANS ADMINISTRATION "COLD WAR" GI BILL		
High School/Vocational and Correspondence Courses	(46)	(47-49)
Undergraduate Courses	(50-51)	(52-54)
Graduate Courses	(55-57)	(58-60)
NON-GOVERNMENT ASSISTANCE		
High School/Vocational and Correspondence Courses (Do not include Navy Training Courses)	(61-62)	(63-64)
Undergraduate Courses	(65-66)	(67-69)
Graduate Courses	(70-71)	(72-73)
UNITED STATES ARMED FORCES INSTITUTE (USAFI)		
Number of USAFI Correspondence Course applications mailed	(11-12)	(13-15)
Number of participating college and university applications mailed	(16-17)	(18-20)
Number of High School level GED test batteries administered (all five parts)		(21-23)
Number of participants who have successfully completed all 5 parts of the Comprehensive College Tests (CCT) General Exams	(23-24)	(25-27)
FOREIGN LANGUAGES (SELF STUDY PROGRAM)		
Number of new participants	(28-29)	(30-31)
ACADEMIC STATUS ATTAINED THROUGH ALL EDUCATIONAL PROGRAMS		
Number of High School Equivalency Certificates/Diplomas earned		(32-33)
Associate Degree/Two Year Certificates earned	(34)	(35-36)
Baccalaureate Degrees earned	(37-38)	(39-40)
Masters Degrees earned	(41-42)	(52)
Doctorate Degrees earned	(44)	

ON BOARD GROUP STUDY CLASSES (INSTRUCTOR HIRE)

Number of new Grp. Study classes organized using USAFI or other educational materials (45-46)	Number of these classes that had/have paid instructors (47-48)
Number of these classes that were/are being taught for scholastic credit. (49-50)	Total participants in all Group Study classes started during this period. (51-53)
Total participants completing Group Study classes during this period (54-56)	

PROGRAM FOR AFLOAT COLLEGE EDUCATION (PACE)

Total number of new classes started during this period (57-58)	Total participants enrolled for all new PACE classes (59-61)
Total participants completing PACE classes (62-66)	A (67-68) B (69-72) C (73-76)

PREPARED BY (EDUCATIONAL SERVICES OFFICER) | APPROVED BY

COMPLETE RETURN ADDRESS ON REVERSE, FOLD TWICE, SECURE (DO NOT STAPLE) AND MAIL

fold over

POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY

(ZIP CODE)

Bureau of Naval Personnel
Pers CN3
Department of the Navy
Washington, D.C. 20370

fold under

SPECIFIC INSTRUCTIONS

1. Each block must have an entry, in cases where more spaces have been provided than there are digits in your response, start the entry from the right inserting "0"s in the empty spaces from the left. For example say there has been an average of 22 officers assigned to the command during the reporting period. The correct response would be:

	Officers
Personnel Assigned to Command	0 2 2
	19 21

2. The BUPERS Activity Identification Code and MARP Code are readily available from the ship or station administrative office. It must not be left blank.

3. This report is due at the Bureau of Naval Personnel not later than ten working days after each reporting period. The reporting quarter response should be one of the following:

1	for the period 1 Jul-30 Sep
2	for the period 1 Oct-31 Dec
3	for the period 1 Jan-31 Mar
4	for the period 1 Apr-30 Jun

4. The number of officers and enlisted counseled should be an actual count of interviews conducted by the Educational Services Officer.

5. The responses following each of the voluntary educational programs should be only those new enrollments made dur ng the reporting period. The responses under "Non-Government Assistance" are the number of personnel who have received no Federal assistance for any voluntary educational courses.

6. Fill in the complete official address on this side of the form before mailing.

7. Information for entries in the blocks "A", "B", "C" numbered 65 through 76, will be promulgated at a later date for specific programs.

8. Additional information as deemed appropriate or suggestions for improving this form should be forwarded by separate correspondence.

(SEAL WITH TAPE - DO NOT STAPLE)

G - 14

DEPARTMENT OF THE NAVY

U. S. NAVAL TRAINING FILM DISTRIBUTION CENTER
U. S. NAVAL STATION
WASHINGTON, D. C. 20390

OFFICIAL BUSINESS
NDW-NPC-3150/35 (10-65)

POSTAGE AND FEES PAID
NAVY DEPARTMENT

U. S. NAVAL TRAINING FILM DISTRIBUTION CENTER
U. S. NAVAL STATION
WASHINGTON, D. C. 20390

(FRONT)

FILM UTILIZATION DATA

FILM NO. | TITLE

12 ☐ NAVY 13 ☐ MARINE 14 ☐ TV 15 ☐ TRAINING SCHOOL 16 ☐ OTHER _____

18 ☐ B & W 19 ☐ COLOR 20 ☐ GOOD 21 ☐ FAIR 22 ☐ SOUND 23 ☐ GOOD 24 ☐ FAIR

AV RANK GROUP

26 ☐ ADM/CAPT/CDR 27 ☐ LCDR/LT 28 ☐ LTJG/ENS 29 ☐ WO 30 ☐ OTHER _____

AV RATE GROUP

32 ☐ E9-E7 33 ☐ E6/E5 34 ☐ E4/E3 35 ☐ E2/E1 36 ☐ OTHER _____

ATTENDANCE

38 ☐ 1-10 39 ☐ 11-20 40 ☐ 21-40 41 ☐ 41-60 42 ☐ 61-80 43 ☐ 81-125 44 ☐ OVER

AUDIENCE REACTION

46 ☐ EXCELLENT 47 ☐ GOOD 48 ☐ BAD 49 ☐ INDIFFERENT

50 REMARKS

SHIP/STATION/ACTIVITY

(REVERSE)

APPENDIX H

BIBLIOGRAPHY

1. A Guide to the Evaluation of Educational Experiences in the Armed Services 1954 edition. This publication, commonly called, "The Guide", lists the Commission's civilian academic credit recommendations for courses completed through formal service school training programs. An updated revision is planned for distribution in 1968.

2. Opportunities for Educational and Vocational Advancement, Bulletin No. 10. This publication describes USAFI courses and tests and the General Educational Development (GED) and Comprehensive College Testing Programs (CCT).

3. State Department of Education Policies: Issuance of High School Certificates on GED Test Results, Granting of High School Credit for Military Educational Experiences, Bulletin No. 5. This publication is used in counseling a man interested in obtaining a high school diploma. It lists state policies on acceptance of GED tests and military educational experiences.

4. Granting Credit for Service School Training, Bulletin No. 8. This publication explains the Commission's advisory service which is available only to civilian educational institutions and answers questions with regard to the granting of academic credit for service school training.

5. Education Directory, Part 3, Higher Education, is published annually by the Office of Education, U. S. Department of Health, Education, and Welfare and contains a list of institutions that offer at least a two year program of college level studies in residence which meet certain accreditation criteria.

6. CASE Newsletter is published semi-annually and is designed to provide the latest changes to Bulletins 5 and 10.

7. U. S. Naval Training Bulletin, NAVPERS 14900, is printed quarterly and presents current information in an informal manner on all phases of the naval training and educational programs.

8. USAFI Catalog, NAVPERS 15857 (series) contains a list and description of courses, materials, and educational services available from USAFI.

9. Correspondence Courses Offered by Colleges and Universities Through the United States Armed Forces Institute, NAVPERS 15819 (series) contains a list of correspondence courses, both at high school and college levels, that are available from 46 different institutions of higher learning.

10. USAFI Standard Nomenclature List is a listing of stock numbers that will aid in the preparation of requisitions for materials available from USAFI Madison, Wisconsin.

11. American Universities and Colleges contains detailed information about admission requirements, tuition and fees, financial aid, and departments and teaching staff. This publication may be purchased from the following address at a cost of $15.00:

Publication Division
American Council on Education
1785 Massachusetts Avenue, N. W.
Washington, D. C. 20036

12. American Junior Colleges gives complete descriptive data such as fees, curricula, and faculty on 655 recognized junior colleges. This publication may be purchased from the following address at a cost of $12.00:

Publication Division
American Council on Education
1785 Massachusetts Avenue, N. W.
Washington, D. C. 20036

13. Junior College Directory describes the size of enrollments in the various junior colleges and the number of regionally accredited junior colleges. The cost of this publication is $1.50 and it may be purchased from the following address:

American Association of Junior Colleges
1315 Sixteenth Street, N. W.
Washington, D. C. 20036

14. Occupational Outlook Handbook gives a broad description of most of the occupational categories in the American economy and re-evaluates the effects of automation on the economy. This publication costs $5.00 and may be ordered from the following address:

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

APPENDIX I

CATALOG OF PACE FILM COURSES

Catalog of PACE Film Courses. Not all of the courses in this catalog will be available at each geographical area. The actual course titles may vary from one educational institution to another. This list is intended to describe briefly only the Navy provided course film portion and not necessarily describe the actual course offered from each location.

NATURAL SCIENCES

CHEMISTRY I — Basic Principles of Chemistry

A presentation of the fundamentals of modern chemistry with emphasis on the atomic and molecular view of matter. Development and orbital models of the atom lead to a description of the physical and chemical properties of the elements, to the periodic classification, and to the structural basis of chemical bonding. Fifteen film assignments (KN10240 A through O). Recommend concurrent viewing of Slide Rule (KN-10255 A through E).

Course film lecturer: Professor Robert D. Eddy, Professor of Chemistry, Tufts University.

CHEMISTRY II — Chemical Equilibrium

A discussion of the properties of water, of substances soluble in water, and of the solutions that these soluble substances form. Particular attention is paid to the equilibrium reactions of ions in aqueous solution. The equilibrium constant expression is derived and applied to representative cases, including the ions of water, of strong and weak acids and of insoluble salts. Brief introductions to qualitative and quantitative analysis are presented. Prerequisite course: Chemistry I. Fifteen film assignments (KN-10241 A through O).

Course film lecturer: Professor Robert D. Eddy, Professor of Chemistry, Tufts University.

CHEMISTRY III — The Covalent Bond

A description of the properties of molecules whose atoms are bound together by covalent links. Because these links are of definite length, and are at fixed angles with one another, the conventions applied in representing three-dimensional molecules on a plane surface are discussed. The first molecules considered are those of hydrogen and oxygen with carbon (organic chemistry). Later, related compounds of boron, nitrogen, phosphorus and silicon are also taken up. Prerequisite course: Chemistry I. Fifteen film assignments (KN10256 A through O).

Course film lecturer: Professor Robert D. Eddy, Professor of Chemistry, Tufts University.

CHEMISTRY IV — Some Elements and Their Compounds

The history, concurrence, industrial and laboratory methods of preparation, chemical and physical properties and uses of some of the most important chemical substances are discussed. These include: sodium chloride (table salt), hydrochloric acid, chlorine and the other members of the halogen family, as well as the metals: iron, magnesium, aluminum, copper, silver and gold. The various alloys which are formed when two metals are melted together are examined from the point of view of their equilibrium phase diagrams. A final lecture is devoted to a description of the behavior of colloidal solutions, systems whose properties depend primarily on the small particle size of a dispersed phase in a dispersion medium. Prerequisite course: Chemistry I. Fifteen film assignments (KN 10247 A through O).

Course film lecturer: Professor Robert D. Eddy, Professor of Chemistry, Tufts University.

ENGINEERING I Introduction to Computer Science, Part I

This course deals with the elements of digital computer programming and numerical analysis. Topics include: the history of computers, programming, coding in FORTRAN, error propagation and control, and selected topics in numerical analysis based on expansion in Taylor's series. A brief survey of digital simulation is offered. Prerequisite course: Math III. Fifteen film assignments (KN10215 A through O).

Course film lecturer: Professor Myron B. Fiering, Assistant Professor of Engineering and Applied Mathematics, Harvard University.

ENGINEERING II Computer Science, Part II

This course is a continuation of Computer Science, Part I, with emphasis on the non-numeric aspects of computer programming. Procedures related to data processing and automatic programming are covered. A hypothetical machine with a typical repertoire of computer instructions is studied in depth. Modern assemblers and compilers are studied and the series concludes with a survey of the frontiers of experimental and theoretical computing. Prerequisite course: Engineering I. Fifteen film assignments (films currently in production).

Course film lecturer: Dr. Patrick C. Fischer, Associate Professor of Computer Science, Cornell University and formally Visiting Lecturer in Applied Mathematics, Harvard University.

ENGINEERING III Introduction to Metallurgy

An introduction to Physical Metallurgy which may be defined as the science relating to the way in which the properties of metals and alloys are controlled by their structure, and the structure is controlled by the composition and the previous treatment. The purpose is to provide a clear, but necessarily somewhat over simplified, picture of the arrangement of the atoms that constitute an alloy; of how the behavior (such as strength) can be understood in terms of the structure, and how the structure can be changed in order to control the strength and other properties. The science that is used is a mixture of chemistry, physics, and mechanics. It is the idea rather than the detailed theory that is required, because most of the useful properties of metals, the optimum compositions of alloys and the conditions for satisfactory heat treatment cannot be calculated on the basis of existing theories. But an understanding of "what goes on inside the metal" makes it possible to understand the limits within which a given material can be used, and to diagnose the cause of unsatisfactory performance. It also forms the basis for the development of new alloys designed to meet new requirements. Prerequisite courses: Chemistry I or Physics I. Fifteen film assignments (KN10254 A through O).

Course film lecturer: Professor Bruce Chalmers, Professor of Metallurgy, Harvard University.

ENGINEERING IV Electrical Engineering

Circuit analysis can be defined as the determination of currents, voltages and related quantities in systems consisting of inter-connected electrical devices. There are three ingredients of circuit analysis; the elements which compose a circuit, the basic laws which govern the behavior of the circuit, and the mathematical techniques for the systematic application of these laws. Thus circuit analysis is not an isolated discipline but represents a blend of physics and mathematics. Prerequiste courses: Physics II and Mathematics III. Fifteen film assignments (KN10183 A through O).

Course film lecturer: Dr. A. A. Pandiscio, Lecturer on Electronics, Harvard University.

MATHEMATICS I College Algebra

An elementary but mature treatment of real number arithmetic, from the point of view of modern mathematics. Real numbers are treated as the abstract elements of a "game of numbers." The honesty of mathematics, and its variety of applications, are main objectives. The need for irrationals is brought out, and the connection between the concepts of number and limit is the climax of the course. Aimed at all those who wish to understand the real number system, this material is essential to an understanding of calculus. Recommend concurrent viewing of Slide Rule (KN10255 A through E). Fifteen film assignments (KN10234 A through O).

Course film lecturer: Professor Francis Scheid, Chairman of the Department of Mathematics at Boston University.

MATHEMATICS II — Coordinate Geometries (Analytic Geometry)

An introductory course in analytic geometry. Principal attention is given to two-dimensional Euclidean geometry, but other less useful, more exotic geometries are mentioned for purposes of comparison, and to point out that geometries are not absolute truths, but are man-made. The straight line, circle, and conic sections are treated analytically. The course does not presuppose high school geometry, but makes a fresh start, using analytic methods exclusively, thus making geometry an outgrowth of real number arithmetic. Prerequisite course: Mathematics I. Fifteen film assignments (KN10243 A through O). Recommend concurrent viewing of Slide Rule (KN10255 A through E).

Course film lecturer: Professor Francis Scheid, Chairman of the Department of Mathematics at Boston University.

MATHEMATICS III — Introduction to Calculus, Part I

The principal objective of this series is to show how calculus grows directly out of arithmetic, both being parts of the same "game of numbers." The central idea is, therefore, number, and all other ideas presented are developed in terms of number. The series opens by introducing the idea of function as a set of X, Y number pairs. Starting with simple functions, involving only a few number pairs, it is shown how the physical idea of speed and the geometrical idea of steepness led earlier mathematicians to more sophisticated functions, and to the idea of derivative.

Newton's original work on derivatives, and Berkeley's criticisms of its logical honesty, are compared with a modern treatment. This serves to emphasize the importance of logical honesty in mathematics, and also helps to clarify what is basically a sophisticated idea. The constant, linear, and quadratic functions then receive special attention. Their theory is developed and numerous applications are offered. The series presupposes a modest understanding of algebra and coordinate geometry, and since it focuses on the relationship between arithmetic and calculus, will be of interest to teachers at all levels as well as to prospective engineers or scientists. Prerequisite course: Mathematics II. Fifteen film assignments (KN10249 A through O). Recommend concurrent viewing of Slide Rule (KN10255 A through E).

Course film lecturer: Professor Francis Scheid, Chairman of the Department of Mathematics at Boston University.

MATHEMATICS V — Introduction to Calculus, Part III (The Trigonometric Functions)

An overall view of the trigonometric functions from ancient origins to modern theory. The geometrical origins of sine and cosine. The breakthrough which allows an honest, logical introduction of these ideas into the "game of numbers." How calculus becomes an essential part of the modern theory and its applications. Prerequisite course: Mathematics IV. Fifteen film assignments (KN10177 A through O).

Course film lecturer: Professor Francis Scheid, Chairman of the Department of Mathematics at Boston University.

MATHEMATICS VI — Introduction to Statistics

This course represents a brief introduction to the field of statistical inference. After a brief discussion of certain ideas involving probability, the topics of estimation and tests of hypotheses are illustrated by means of the binomial distribution. Chi-square tests and tests of association are discussed next. A discussion of continuous data leads to confidence intervals for medians. Comparative experiments for two or more populations are discussed nonparametrically. Kandall's rank correlation coefficient is used to illustrate the measurement of relationships between two variables. Recommended prerequisite course: This course does not require much factual mathematical preparation. A good high school mathematics background should be sufficient. However, it does require a certain amount of mathematical maturity. While it is possible to complete this course without having had the earlier courses in this mathematics series, students who have taken the other courses will find the going easier. Fifteen film assignments (KN10179 A through O).

Course film lecturer: Professor Gottfried Noether, Professor of Statistics, Boston University.

MATHEMATICS VII — Introduction to Modern Algebra (Former Film Titles: What is Mathematics? Part I or Computer Age Mathematics, Part I)

This series of lessons shows what mathematics is like. In a nutshell, it suggests that mathematics is a collection of games. The course uses Boolean Algebra, number fields and computing machines to bring out the meaning of abstraction in mathematics and its applications. This course makes little use of school mathematics, and concentrates on ideas, rather on technical skills. Fifteen film assignments (KN10242 A through O).

Course film lecturer: Professor Francis Scheid, Chairman of the Department of Mathematics at Boston University.

MATHEMATICS VIII — Probability (Former Film Titles: What is Mathematics? Part II or Computer Age Mathematics, Part II)

This course carries the theme of Introduction to Modern Algebra through the elements of combinatorial analysis and probability. The course presupposes little mathematics background except the Mathematics VII. Prerequisite course: Mathematics VII. Fifteen film assignments (KN10235 A through O).

Course film lecturer: Professor Francis Scheid, Chairman of the Department of Mathematics at Boston University.

PHYSICS I — Introductory Mechanics

A general introduction to the study of physical mechanics. The course includes a study of motion in one and two dimensions, force and the effects of force on both linear and rotational motion, the basic principles of mechanical work and energy, the conservation of mechanical energy, and an introduction to planetary motion and gravitation. Prerequisite courses: Mathematics I and Mathematics II. Recommend concurrent viewing of Slide Rule (KN10255 A through E). Fifteen film assignments (KN10244 A through O).

Course film lecturer: Professor J. Gordon Stipe, Jr., Professor of Physics, Boston University.

PHYSICS II — Introductory Electricity

A study of the electrostatic field and electric potential, direct current circuits and measurements, the magnetic field and the force on a current and on a moving charge in a magnetic field, electromagnetic induction, and transient currents in an inductive circuit and in a capacitive circuit. The course includes an introduction to alternating current circuits, an introduction to vacuum tube electronic circuits, and the use of the cathode ray oscilloscope in electrical measurements. Prerequisite course: Physics I. Fifteen film assignments (KN10245 A through O).

Course film lecturer: Professor J. Gordon Stipe, Jr., Professor of Physics, Boston University.

PHYSICS III — Introductory Wave Motion, Sound and Light

A study of wave motion, sound and light. A discussion of electricity and of harmonic motion leads to a consideration of some of the properties of wave motion. Some of the phenomena of sound are described, and then the subject of light is introduced; this subject is discussed at some length. Prerequisite course: Physics II. Fifteen film assignments (KN10246 A through O).

Course film lecturer: Professor Frederick E. White, Professor of Physics, Boston College.

PHYSICS IV — Introduction to Modern Physics

This course provides a first acquaintance with the phenomena and laws of modern physics, the physics discovered during the last three-quarters of a century. These new observations and conceptions include the theory of relativity, quantum mechanics, and of atomic, nuclear and sub-nuclear physics. Prerequisite course: Math II. Fifteen film assignments (KN10178 A through O).

Course film lecturer: Professor Richard H. Milburn, Associate Professor of Physics, Tufts University.

PHYSICS V — Mechanics and Heat

This is the second course in classical mechanics. With an increased background in both mathematics and physics acquired prior to this

course, the student can now accomplish certain parts of mechanics more completely than before. The concepts introduced are, of course, the same, but now the student can deal with problems in three dimensions, and use certain techniques in vector algebra that were not available when taking PHYSICS I. Prerequisite course: Physics II and Math V. Fifteen film assignments (KN10184 A through O).

Course film lecturer: Professor Kathryn A. McCarthy, Professor of Physics, Tufts University.

PHYSICS VI — Quantum Physics

(Course currently under development)

PHYSICS VII — Electricity and Magnetism

(Course currently under development)

PHYSICS VIII — Electrical Engineering: Circuit Analysis

Circuit analysis can be defined as the determination of currents, voltages and related quantities in systems consisting of interconnected electrical devices.

There are three ingredients of circuit analysis: The elements which compose a circuit, the basic laws which govern the behavior of the circuit, and the mathematical techniques for the systematic application of these laws. Thus circuit analysis is not an isolated discipline but represents a blend of physics and mathematics.

While the filmed lectures are intended to be complete in themselves, they are necessarily condensed. Supplementary reading assignments are recommended. Real familiarity with circuit analysis is obtained only by solving problems. Prerequisite course: Engr IV. Fifteen film assignments (KN10358 A through O).

Course film lecturer: Dr. A. A. Pandiscio, Lecturer on Electronics, Harvard University.

SOCIAL SCIENCES

GOVERNMENT I — Ideologies in World Affairs

This course examines the role of ideas in World Affairs. It attempts to answer the question: "What is an ideology?" and classifies today's major "Ism's" into Free World ideologies (capitalism, democracy, socialism, communism). Fifteen film assignments (KN10182 A through O).

Course film lecturer: Professor Andrew Gyorgy, formerly Professor of Government, Boston University, now Professor of International Affairs, The George Washington University, Washington, D.C.

GOVERNMENT II — American National Government

This series of fifteen lessons forms an introduction to the development of the three main institutions—the Congress, the Presidency, and the Supreme Court—of American National Government. Each institution is discussed with reference to the intentions of the Founding Fathers, and the historical development, from the Constitutional Convention to the present day, is sketched for each before a detailed analysis of the power, influence, and function is presented. Fifteen film assignments (KN10216 A through O).

Course film lecturer: Professor Carroll F. Miles, Professor of Government, Simmons College.

HISTORY I — World History, Part I

This course deals with the men and movements, through the years, that have done most to make our world what it is. The first part will carry the story from the breakup of the Roman Empire between 400 and 500 to the fall of Napoleon in 1815; World History, Part II will continue the story down to the present. Too many students have become bored with history because it was presented simply as a long list of names and dates—a few of these will be necessary as a framework on which to hang the development, but the attention here will be centered on why the great movements occurred, on the men who led them, and on why their work was important. Fifteen film assignments (KN10252 A through O).

Course film lecturer: Professor Robert G. Albion, Gardiner Professor of Oceanic History and Affairs Emeritus, Harvard University.

HISTORY II — World History, Part II

This course, covering the 150 years since the fall of Napoleon in 1815, is designed to give an

267-123 O - 67 - 8

understanding of the forces and events which produced the world in which we live and the problems which we face today. It follows directly upon World History, Part I, which traced the previous 1,500 years back to the fall of the Roman Empire. While that background is naturally useful, this course has been designed so that the student can begin with it without the previous course. No prerequisite course. Recommend World History, Part I. Fifteen film assignments (KN10253 A through O).

Course film lecturer: Professor Robert G. Albion, Gardiner Professor of Oceanic History and Affairs Emeritus, Harvard University.

HISTORY III — A Study of Revolutions (Former Film Title: The Anatomy of Revolution)

This course studies a number of modern social, political and economic revolutions such as the English of the 17th, the French of the 18th and the Russian of the 20th centuries. An effort will be made to use these materials to obtain tentative generalizations as to the causes, development and results of revolutions of this sort in the modern world. Recommended prerequisite courses: History II or V. Fifteen film assignments (KN10239 A through O).

Course film lecturer: Professor C. Crane Brinton, McLean Professor of Ancient and Modern History, Harvard University.

HISTORY IV — History of the United States, Part I

This course deals with the shaping of the nation from the Age of Discovery to the end of the Reconstruction Period. The course surveys the political, diplomatic, military and naval, as well as social and economic factors in the development of the American people and their institutions. Among the topics are: the settlement of the Colonies; The American Revolution; The Framing of the Constitution; The Federalist, Jeffersonian and Jacksonian Eras; Manifest Destiny and the Mexican War; The Secession Crisis; and The Civil War and Reconstruction. Recommended prerequisite course: None. Fifteen film assignments (KN10306 A through O).

Course film lecturer: Professor Frank B. Freidel, Professor of History, Harvard University.

HISTORY V — History of the United States, Part II

This course deals with the development of modern America from the end of Reconstruction into the 1960's. The course surveys the 1880's and the 1890's, and covers the emergence of the United States as a World Power. Among the topics are: The Gilded Age; The Populist Revolt; The First World War; The "New Era" of the 20's; The New Deal; Second World War; Cold War and Korean War; and the domestic policies of President's Truman, Eisenhower and Johnson. No prerequisite course: Recommend History of the United States, Part I. Fifteen film assignments (films currently in production).

Course film lecturer: Professor Frank B. Freidel, Professor of History, Harvard University.

Psychology I — Principles of Behavior

This lecture series seeks to underscore the various dimensions of behavior and the complexity of the seemingly simple question: Why do organisms do what they do? Attention is directed to categories of behavior, such as motivation, perception, and learning. Attention is also directed to techniques that are used to study behavior. Finally, the series seeks to bring into focus principles of behavior that are central to an understanding of man's purposes, intentions and goals. Fifteen film assignments (KN10305 A through O).

Course film lecturer: Professor Bernard W. Harleston, Associate Professor of Psychology, Tufts University.

SOCIOLOGY I — Introduction to Sociology

This course is an introduction to the field of sociology, one that concentrates on familiarizing the student with the basic terms and point of view of the discipline. The purpose is to help the student to feel "at home" with the sociological view of men in groups, so that he will be prepared to go on with more detailed courses in the field if he wishes to, or will have some experience with a new way of looking at society if the course is taken simply as part of a broader liberal arts education. The tone of the course is light-hearted, with plenty of examples taken from everyday experience and illustrated with cartoons and other visual techniques. Following three lectures on basic concepts and ideas,

there are five sessions on major social institutions, (the basic structure of institutions, the economic, political, family, and religious institutions), three on various types of groups (categorical, territorial, and purposeful), and four on basic social processes (public opinion, deviance, control, and social change). Recommended prerequisite course: None. Fifteen film assignments (films currently in production).

Course film lecturer: Professor Norman W. Storer, formerly Assistant Professor of Sociology, Harvard University, now staff Associate, Social Science Research Council, New York.

ECONOMICS I — Economics and the Public Interest

This course presents an introduction to economic analysis and an application of that analysis to the major economic issues confronting the United States and the World. The major aim of the course will be to give students the tools for making informed judgments about such vital matters as unemployment, inflation, competition and growth. Recommended prerequisite course: None. Fifteen film assignments (films currently in production).

Course film lecturer: Dr. Richard T. Gill, Lecturer on Economics, Harvard University.

GEOGRAPHY I — Introduction to Geography

This course deals with similarities and differences from place to place over the surface of the earth. This course offers insights into the factors that operate systematically to create the many physical and cultural landscapes found over the globe. Emphasis will be on man's relationship to his environment, including the role of landforms, climate, and other geographic factors in shaping man's use of the land as well as man's own ingenuity in overcoming natural obstacles and hazards in harsh environments. Contemporary Developments in such widely separated areas as Latin America, Rhodesia and the Congo, the Common Market, and the American West will be used to illustrate basic man-land relationships. Recommended prerequisite course: None. Fifteen film assignments (films currently in production).

Course film lecturer: Professor George K. Lewis, Chairman of the Department of Geography, Boston University.

HUMANITIES

LITERATURE I — Expository English, Part I

This course is designed to accomplish two things: to strengthen the student's writing abilities and increase his reading comprehension. Thus the emphasis of the course is about evenly divided between analyzing student compositions and discussing representative literary works. However, these two threads are not independent; the writing and the reading should reinforce each other in the student's mind. Class discussions of paragraphing, sentence structuring and thematic content will develop the student's writing. Discussions of the elements of formal prose and the structural, stylistic and thematic devices of selected essays and fictional pieces will broaden the student's understanding of literature. At the completion of this course the student should find his facility with all aspects of writing greatly increased. Twelve assignments (no films currently available).

Course prepared under the direction of: Dean John U. Monro, Dean of Harvard College and Mr. Shaun O'Connell, Instructor in English, University of Massachusetts at Boston.

LITERATURE II — Expository English, Part II

This course builds on Expository English, Part I. Like that course, it is designed to strengthen the student's writing abilities and increase his reading comprehension. More demanding writing assignments will be made, and more sophisticated problems in writing style will be analyzed in class. The student will be introduced to representative literary works in the novel, the essay, the drama and poetry to broaden his literary understanding. At the completion of this course the student should find his facility with all aspects of writing greatly increased. Recommended prerequisite course: Expository English, Part I. Twelve assignments (no films currently available).

Course prepared under the direction of: Dean John U. Monro, Dean of Harvard College and Mr. Shaun O'Connell, Instructor in English, University of Massachusetts at Boston.

LITERATURE III — American Literature (Major American Books)

This course deals with fifteen of America's great authors of books and poetry, each half-hour lecture being devoted to one man. In each film, the lecturer has chosen one book or poem to be reviewed. All of the lectures assume a reading of the book before the film has been shown, or if that is not feasible, a showing before and after. For each book the lecturer has tried to pick the salient features that would best draw the attention to the distinctive qualities in the story. Taking the course as a whole, the major accomplishment is to suggest that there are many ways of reading a book well, some of them dependent in part on literary tradition, on the environment and time of the writer, on the writer's personal search for an identity or a resolution of conflicting emotions. Fifteen film assignments (KN10251 A through O).

Course film lecturer: Dr. Harold Martin, President of Union College, former Lecturer on Comparative Literature at Harvard University.

LITERATURE IV — English Literature (The Critical Reader)

This course deals with close reading and analysis of modern essays, short stories, and poetry, with discussions of form, content, style, meaning and effect. Fifteen film assignments (KN10257 A through O).

Course film lecturer: Professor Roy Lamson, Professor of English, Massachusetts Institute of Technology.

SLIDE RULE — Introduction to the Slide Rule

These films are intended to show the basic principles underlying the construction and operation of a simple slide rule. Wooden blocks are used to introduce the basis of the slide rule which is to make exponents to proportional lengths. For example, to multiply numbers, you simply add the lengths of the blocks. The films go on to illustrate the use of the C and D scales for multiplying and dividing. The uses of other scales are illustrated to find the squares, cubes and roots of numbers, and finally the reading and handling of the slide rule are dramatically illustrated. This course film is intended to supplement basic PACE courses such as the Mathematics I, Physics I, Chemistry I, and all engineering subjects. Five film assignments (KN10255 A through E).

Course film lecturer: Professor Robert D. Eddy, Professor of Chemistry, Tufts University.

APPENDIX J

EDUCATIONAL SERVICES

(Remove pages from the Naval Training Bulletin,
NAVPERS 15900, as desired)

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